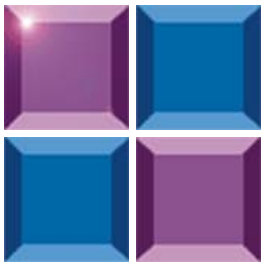
DATA PRO ACCOUNTING SOFTWARE, INC.

Job Cost Main Module

with Project Cost Controls and Billing Management
Part #200

User Manual



DATA PRO ACCOUNTING SOFTWARE, INC.

Advanced Accounting Software & Secure Internet Solutions

Version 7.3

Information in this document is subject to change without notice and does not represent a commitment on the part of Data Pro Accounting Software, Inc. The software described in this document is furnished under a license agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. The purchaser may make one copy of this software for backup purposes. No part of this manual or other materials included with the package, may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying and recording for any purpose, other than the purchaser's personal use, without the written permission of Data Pro Accounting Software, Inc.

© 1985-2008 Data Pro Accounting Software, Inc.

Data Pro Accounting Software is a trademark of Data Pro Accounting Software, Inc.

No investigation was made into the common-law trademark rights of any word. Every effort was made to capitalize or highlight, in some manner, any word with current registrations.

All companies, products, addresses, and persons contained herein are intended to be completely fictitious and are designed solely to document and exemplify the use of Data Pro Accounting Software, Inc.'s products.

This page intentionally left blank.

TABLE OF CONTENTS

Description	Page
CHAPTER 1 INTRODUCTION	*1-1*
JOB SHOP MANUFACTURING	**1-2**
COST & BILLING CODES	**1-3**
TRACKING QUANTITIES	**1-5**
WORK-IN-PROCESS (WIP)	**1-5**
GENERAL LEDGER ACCOUNTS	**1-6**
COST CLASSIFICATIONS	**1-6**
SYSTEM INTEGRATION	**1-7**
Integration with General Ledger	1-7
Integration w/Accounts Payable	1-8
Integration w/Payroll	1-8
Integration w/Accounts Receivable	1-8
Integration w/Purchase Order Entry	1-9
Integration w/Manufacturing Inventory Management	1-9
DATA FILE DESCRIPTIONS	**1-9**
PREPRINTED FORMS	**1-10**
MASKED FIELDS	**1-10**
TRANSACTION PROCESSING FLOWCHARTS	**1-11**
CHAPTER 2 SET UP AND MAINTENANCE	*2-1*
GENERAL OVERVIEW	**2-1**
NAVIGATION TOOLS	**2-4**
SET UP PROJECTS	**2-5**
Inquiry Mode (JC0400)	2-6
Add Mode (JC0401)	2-7
Change Mode (JC0402)	2-14
Delete Mode (JC0403)	2-14
Copy Mode (JC0404)	2-15
IMPORT PROJECTS (JC0603)	**2-16**
Fixed Length ASCII Files	2-17
Variable Length ASCII Files	2-17
Comma Delimited *.PRN Files	2-17
File Import Modules Overview	2-18
Sample Import Projects File	2-20
RENAME JC PROJECT NUMBER (JC0450)	**2-24**
SET UP COST & BILLING CODES	**2-26**
Inquiry Code (JC0404)	2-27
Add Mode (JC0405)	2-27
Change Mode (JC0406)	2-30
Delete Mode (JC0407)	2-30
Copy Mode (JC0408)	2-30
IMPORT COST/BILLING CODES (JC0604)	**2-31**
Fixed Length ASCII Files	2-32
Variable Length ASCII Files	2-32
Comma Delimited *.PRN Files	2-32
File Import Modules Overview	2-33
Sample Import Cost/Billing Codes File	2-34
RENAME COST/BILLING CODE (JC0451)	**2-36**
INITIAL PROJECT DETAIL (JC0503)	**2-39**
Initial Project Detail	2-39
Review/Change Project Detail	2-41
Delete Project Detail	2-42

TABLE OF CONTENTS (continued)

Description Page

Remove Deleted Project Detail (JC0415) ... 2-43
JOB COST CONFIGURATION (JC0410) ... 2-43
Master Configuration ... 2-45
Billing Rate Configuration ... 2-48
Cost Configuration ... 2-50
Default G/L Accounts ... 2-51
System Integration ... 2-52
MAINTAIN DATA FILES (JC0412) ... 2-53
START NEW YEARS FILES (JC0414) ... 2-55
BRING BALANCES FORWARD (JC0413) ... 2-57
SET UP CUSTOMERS ... 2-58
Inquiry Mode (AR0400) ... 2-58
Add Mode (AR0401) ... 2-63
Change Mode (AR0402) ... 2-76
Delete Mode (AR0403) ... 2-77
Copy Mode (AR0404) ... 2-77
MAKE COMPLETE DATA BACKUPS ... 2-78
CHAPTER 3 ENTER TRANSACTIONS ... 3-1
SET UP PROJECT BUDGETS (JC0107) ... 3-1
IMPORT PROJECT ESTIMATES (JC0106) ... 3-3
Fixed Length ASCII Files ... 3-4
Variable Length ASCII Files ... 3-4
Comma Delimited *.PRN Files ... 3-4
File Import Modules Overview ... 3-5
Sample Import Project Estimates File ... 3-7
RECORD NEW COSTS (JC0101) ... 3-9
TRANSFER COSTS BETWEEN CODES (JC0102) ... 3-10
RECORD VENDOR RETAINAGE (JC0109) ... 3-12
POST OVERHEAD ALLOCATIONS (JC0108) ... 3-12
IMPORT PROJECT COSTS (JC0602) ... 3-13
Fixed Length ASCII Files ... 3-14
Variable Length ASCII Files ... 3-14
Comma Delimited *.PRN Files ... 3-14
File Import Modules Overview ... 3-15
Sample Import Project Costs File ... 3-17
CALCULATE SUGGESTED BILLING (JC0104) ... 3-19
ENTER/ADJUST ACTUAL BILLING (JC0105) ... 3-20
RECORD CUSTOMER RETAINAGE (JC0110) ... 3-21
UPDATE BILLING INFORMATION (JC0106) ... 3-22
TRANSFER BILLING BETWEEN CODES (JC0112) ... 3-23
ENTER ESTIMATED PERCENT COMPLETE (JC0103) ... 3-24
RECORD A COMPLETED PROJECT (JC0111) ... 3-24
CHAPTER 4 PRINT REPORTS ... 4-1
STANDARD FEATURES FOR REPORTS ... 4-1
CTRL + O (Output Options) ... 4-1
Font Attributes ... 4-2
Report Print Options ... 4-2
Displayed Report Options ... 4-3
Range of Accounts ... 4-3
Data Record Retrieval ... 4-3
Report Sorting Preference ... 4-4

TABLE OF CONTENTS (continued)

Description Page

Masking (Wildcards) 4-4
Period to Report On 4-5
Cancel the Print Job 4-5
BILLING REPORTS 4-5
Suggested Billing Worksheet (JC0201) 4-5
Actual Billings Summary (JC0202) 4-12
Application for Payment/Draw (JC0223) 4-14
Billing Information 4-14
Cost Information (Draw) 4-14
Project-To-Date-Billing Report (JC0204) 4-17
COST/CHARGES REPORTS 4-19
Budget Comparison Report (JC0205) 4-19
Estimate to Complete Report (JC0220) 4-21
Cost Classification Summary (JC0206) 4-23
Project-To-Date Cost Report (JC0207) 4-25
ANALYTICAL REPORTS 4-27
Billing Status/Cash Flow Report (JC0208) 4-27
Bank Draw and Cash Flow Report (JC0209) 4-29
Estimated Profit Report (JC0210) 4-31
DETAILED ANALYSIS (JC0221) 4-33
Project Income/Expense Report (JC0224) 4-37
PROJECT TRANSACTION REPORTS 4-41
TRANSACTION DETAIL REPORT (JC0211) 4-41
Collections Report (JC0215) 4-45
Work-In-Process Summary (JC0222) 4-48
MAINTENANCE REPORTS 4-54
Cost & Billing Codes Listing (JC0216) 4-54
Billing Rate Schedule (JC0217) 4-59
Project Listing (JC0218) 4-61
Detailed Project Report (JC0219) 4-64
CHAPTER 5 PERFORM ANALYTICAL GRAPHS 5-1
PROJECT COST PERCENT COMPLETE (JC0301) 5-1
PROJECT BILLING PERCENT COMPLETE (JC0302) 5-2
PROJECT COST BREAKDOWN (JC0303) 5-3
PROFIT ANALYSIS (JC0304) 5-4
INDEX 1

This page intentionally left blank.

CHAPTER 1 INTRODUCTION

A simplified definition of Job Costing is the accurate tracking of all labor, materials, and other costs associated with the performance of a specific project, contract, or job function that your company performs for others. This **"Project"** may be construction, manufacturing, and/or any other service performed. However, simply tracking costs on a project only grants you financial historical data; not valuable managerial information needed for day to day decision making.

Before undertaking any project, a company should estimate their revenue from the project compared to the estimate of their cost to perform it. The excess of revenue over cost is the estimated profit on the project. Making this estimated profit a reality requires a skilled manager who is able to make sound business decisions in directing his project towards completion, on a daily basis.

The Job Cost Main Module is designed to provide your manager with the crucial information he needs to find **"bottlenecks"** in the construction process, spot labor performance problems, and track down cost overruns in the early phases of the project. Information may be tracked on a summarized level ***(such as Total Labor, Total Materials, etc.)***; on a very detailed level ***(such as the number of 8' 2" X 4" boards, the number of hours John Smith did carpentry, etc.)***, or on any level in between.

These different levels of tracking give you the flexibility to decide when and where you need specific information to help you. The **Job Cost Main Module** is designed to go further in providing you the detail that you want, while not overwhelming you with unnecessary detail. Many systems are limited to tracking costs only. Or they may only track projects on a **"Percentage Complete"** basis. The **Job Cost Main Module** program goes a step further in combining multiple billing types that are definable **"by project."**

You may find yourself with several types of projects all at once. This could include a project that is being worked on a **"Cost Plus"** basis. In this case, you simply need the system to track all expenses incurred on the project and then calculate a fixed percentage above those amounts for your profit.

Or you may find that the next project requires you to give an estimate on the total project and fix a contract price. It is then your responsibility to set up budgets and track your costs and billings against those budget amounts to see your **"Percent Complete"** on the project. Another project, however, may require you to simply keep track of the number of hours of labor, reimbursable expenses, and materials placed on a project and set a billing rate that pays for your time and effort based on the billing rates you establish. In essence, you are performing a **"Direct Billing"** function to your client.

Regardless, of your billing requirements, the Job Cost Main Module is designed to handle all of them under one system. Your company will be able to choose the type of costing and billing that you want the system to perform, and configure it specifically to the needs of **your** business. There are many ways to configure this module. This is why extra special attention should be placed on the setup of this module. The system has key tracking and reporting features that may be very critical to some companies and not important to others.

Configurations may be very complex in the designing of codes, or kept to a minimum to match existing tracking methods of a current system. In addition, the Job Cost module will aid you by calculating a suggested progress billing amount based on any of the following billing methods.

Direct Billing	Bill hours or quantities incurred at a predefined billing rate.
Cost Plus	Bill costs incurred directly with a predefined percent addition.
Percent Complete	Bill each phase according to a predefined contract amount based on the percent complete of the phase.
Completed Contract	Same as the percent complete method except that no revenue is recognized in the General Ledger for tax purposes until the end of the contract.
Bank Draw	Request a draw amount from the bank based on the percent complete on the project and incurred costs.

Most firms will normally not use all five methods listed here. It is common to use only one or two of the billing methods. The system is designed to give you managerial reports necessary in knowing where you stand at any point in time, both on a cost and billing basis. Knowing what to bill is equally as important as knowing your exact costs on a project.

Your manager can interact with the system by specifying a perceived percent complete, by phase, for each project and the system will report all known cost overruns, by phase, based on the current cost percent complete. This feature allows you the flexibility to see the status of a project, not only based on **"hard numbers"** input into the system, but by managerial estimates based on experience as well.

This way, both sides of the story of a project may be told, leaving the true management decisions up to the managers reviewing all **"facts"** regarding the project. Management reporting is provided on several levels of detail by project. Financial analysis is also provided through collections and cash flow reporting.

As you can see, the Job Cost Main Module not only accurately tracks project costs compared to budgets, but also provides you with the managerial information necessary to make sound business decisions in the performance of your projects.

JOB SHOP MANUFACTURING

Many companies do not realize the benefits of using a **"job costing"** system to assist them in their manufacturing cycles. Most companies that manufacture items, however, tend to produce items one of two ways. First, many companies feel they already know what it takes to manufacture a specific item and do not have a product that requires production items that include **"variable"** costs. Therefore, they fall under the standard **"Manufacturing"** classification.

This assumes a predefined bill of materials of inventory items, quantities of labor ***(regardless of who is performing that labor)*** and any other specific cost items that are **"known"** in advance. This company's objective is to enter projections of manufacturing requirements and committed sales orders and/or to determine their appropriate inventory stocking requirements within a specified manufacturing cycle.

The primary objective here is to manufacture enough items to meet demand and track all raw materials and finished goods. The second type of company has these same needs. However, they also have other needs that must also be addressed. These needs include the fact that they do not **"know"** for certain exactly what it takes or how much it costs to produce a specific item.

These companies have **"variable"** costs in their production cycle and must have a means to be able to track all of the actual inventory items, production labor, rental costs, overhead costs, and many other types of costs that are required during the actual production of an item or group of items.

When a company has these types of needs, the **Infinity POWER** system can provide this type of detailed tracking. The system can determine what is necessary to manufacture an item and then process that item for billing or its return to inventory for use in production of another item or for resale at a later time. In many cases, it can be both. Therefore, a project manager may be able to handle both instances on a case by case basis.

A project may be established to manufacture a **"batch of paint"** for example. In doing so, all of the raw materials required from inventory may be transferred from the **Infinity POWER Manufacturing Inventory Management** module directly to a project number for this batch of paint. In addition, many hours of labor from specific employees may be involved and can be allocated directly from the **Payroll** module to this project. Also, additional items may be needed from a specific vendor just for this batch and will not be received into inventory but charged directly to the project from either the **Accounts Payable** or **Purchase Order Entry** modules.

Finally, a certain amount of overhead costs may be required to truly apply all necessary costs to this **"batch of paint."** This may be added through the **Job Cost Main Module** itself. When all costs have been applied and the quantity **(gallons)** of paint has been determined, the system can then tell a manager what it truly costs to make a specific quantity of paint. The question now is ***"Was this batch of paint manufactured specifically for a single customer or was it produced for stock and should now be returned to inventory to be resold at a later point?"***

The ability to decide either way illustrates many of the capabilities of the **Infinity POWER** system. If the answer to this question is that it was produced as a custom batch for a specific customer, then all that is required is to go to the **Accounts Receivable** module and directly bill the customer for this project. The **Accounts Receivable** module will automatically calculate the suggested billing for this project and will post back to the project the amount of revenue ***(sale amount)*** that was generated. This way, you have the ability to track what your total costs were as well as total revenues.

As a result, you now have all of the necessary information to produce an income statement for every project. This is how a company truly knows what their manufacturing costs are for a specific project. Likewise, if the answer to the question was to produce this **"batch of paint"** for stock, integration with the **Manufacturing Inventory Management** module allows for the paint to be moved from the **Job Cost Main Module** directly back to inventory as a normal inventory item. With it go all of the associated costs required for its production and all of the quantities that were produced.

At this point, this item is treated just the same as any other inventory item. It may now be sold through the **Infinity POWER Accounts Receivable**, **Sales Order Entry**, or **Point of Sale** modules. Management reports can be generated on its sales cycles and its turnover trends, and additional sales orders may be placed against it to call for more production at a later point. Throughout all of these processes, one key thing has been happening in the background. All of these modules have been updating the **Infinity POWER General Ledger** module so that you know at any point in time where you stand financially.

Work-In-Process is updated every step of the way and is relieved when items are either billed for or transferred back to inventory as stock. No additional steps or efforts are required by you to keep track of this vital information. The key is that you have the ability to decide how to handle your specific manufacturing requirements. Many companies have the need for both types of manufacturing as described here.

If so, the **Infinity POWER Manufacturing Inventory Management** module contains not only the ability to transfer items to and from a project, but also the ability to process predefined manufacturing of items with bills of materials. There are many key concepts to keep in mind when determining the specific use of this module and its integrated series of modules. **"Job Costing"** is a very broad concept and can be applied to a very wide range of companies and customers. It is not limited to the construction industry and can possibly be used by virtually every company doing business.

When it comes to manufacturing processing, keep these concepts in mind to determine how to best utilize the system to fit your needs.

COST & BILLING CODES

The **Job Cost Main Module** allows you to track cost and billing information at various levels of detail by project. All cost and billing information allocated to a project must be associated with a specific cost or billing code. A master list of all cost and billing codes must be defined for all projects originally. Then, as you allocate costs to a project, the system pulls from that master list only those codes which are used on a specific project.

This is fundamentally the same as setting up a Chart of Accounts for a General Ledger. However, there is no need in this system to define a unique set of accounts **(Cost and Billing Codes)** to each project, when one master set could apply to all projects. This makes set up for subsequent projects very fast and easy.

You do, however, have the option to ***"Require Cost and Billing Budgets"*** by project which will force you to establish a budget for every cost or billing code that is to be used for a specific project. This may be used to avoid having a data entry operator inadvertently charge costs and billings to the wrong set of codes that are not related to a given project.

You also have the ability to customize the **"Label"** used for your cost and billing codes. You may define the sub-component **"Labels"** and sizes depending on your specific needs. This code may be broken into components ***(from 1 to 5)*** totaling ten **(10)** characters *(alpha/numeric)* in length. The term **"Cost Code"** may fit perfectly for your business. If not, you may use Job Code, Phase Code, Project Code, Cost Account, etc.

This is the key to allowing you to configure the system to your particular business application. You may configure these codes with several component breakdowns, establishing each component to represent a key piece of information for that code. It is very important how you configure your cost codes, because reporting capabilities are in part, defined by your configuration.

The system has been designed to allow different layers or levels of reporting flexibility. Reports throughout the system allow you to select the level of detail that you wish to report on. The configuration of your cost and billing codes will directly affect the format and content of these reports.

A cost code, as we will call it, may be a maximum of ten **(10)** characters long. The system allows you to establish up to five **(5)** different levels of reporting detail based on how you configure any combination of the ten characters and choose what detail level they represent. For instance, the first two characters could be the **"Phase Number"** of the project. The second two characters could be the **"Sub-Phase Number,"** and the last four characters could be the **"Cost Code"** itself.

In this case, we have only used three components and a total of eight characters. Any dashes or spaces between components need to be counted as well. This illustrates that you may choose to get reports simply based on Phase levels, Sub-Phase levels, or at the Detailed level by printing all cost codes on a project.

The system, in essence, is asking you to establish the hierarchy of summarization. By printing a report and specifying that you want to use the Cost Code level, you will be given all detail for that project. This detail, for example, may show you the number of hours and dollars that Tom Hanley, Jeff Thompson, and Phil Braden worked doing Electrical Labor, **Cost Code #2106**.

In addition, it may breakdown all of the other specific hours, materials, and other detail for each and every cost code used on the project. Sometimes, this may be exactly what you want to see, but other times, you may wish to review a more summarized version of the same information. Instead, you may want to go up a notch and only see the total amount of hours and dollars applied to Cost Code #2106, regardless of the employee performing the task.

This should give you the idea, that careful planning is very important in this set up. No prerequisites exist in the system that will force you to modify your current costing structure around the **Infinity POWER Job Cost Main Module**. If you prefer, you may simply establish a single component that is up to ten characters long.

If you wish to track your project information on an even deeper level, you may optionally allow multiple lines of detail to be tracked for each cost and billing code based on a twenty **(20)** character additional description. This description could be an employee name or number, a sub-contractor's name or number, a material inventory item number, etc.

Each cost and billing code is specified to be one of the following types:

Cost Only	This type is used for codes which are never used to track billing information. They only accumulate cost information.
Billing Only	This type is used for codes which are never used to track cost information. They only accumulate billing information.
Cost & Billing	This type is used for codes which accumulate both cost and billing information.
Reimbursable	This type is used for codes which accumulate both cost and billing information for reimbursable type expenses.

Normally, code types #1 and #2 are used on projects which bill at a different level than costs are recorded. For instance, you could use these code types if you billed based on Percent Complete by phase, but you tracked costs by materials and labor incurred. For instance, you may track costs for Concrete Labor and Concrete Materials, but bill the phase **"Concrete,"** based on the percent complete for the total phase.

This would include both of these cost codes. In this example, Concrete Labor and Materials may be **"#1 - Cost Only"** types while Concrete may be a **"#2 - Billing Only"** type.

Code type #3 is normally used on projects which bill on the same level as costs are incurred. For instance, if you billed directly for all hours and materials used on a project. Electrical Labor may be used as both a Cost and Billing code if you bill all Electrical Labor based on an hourly rate and track costs based on your payroll costs.

Code type #4 is used on projects which have some reimbursable type expenses that need to be billed. The billing amount will be the exact same amount as the cost incurred. Depending on when you perform your billing ***(weekly, monthly, etc.)***, the system will not only keep track of both the amount of cost posted to the project, but also the estimated billings based on those same cost figures. The system handles this at the same time so that no additional re-keying of data is necessary.

When you set up your master cost and billing codes, you may specify by project, the default unit cost, and/or billing rate. These defaults may be overridden at the time of recording actual cost or billing information as well.

TRACKING QUANTITIES

The Job Cost Main Module allows you to track quantities of hours and materials for both cost and billing information. If the quantity tracking feature is turned on; each time you enter costs or billing information, you will be prompted for the quantity and unit cost or billing rate. In addition, the appropriate reports will include the quantities. If you turn this feature off, you will never be prompted for the quantity, and your reports will omit all quantity information. This quantity tracking feature is the key in establishing certain budget amounts, so that overruns may be found early, not only based on dollars, but the amounts of units being tracked as well.

Where this is particularly important is where budgets are established for labor. If costs were only being tracked by dollar amounts, then it would not be as easy to see that budgets were being overrun because the labor being charged to a cost code was overtime hours instead of regular time hours.

The dollars may be the same, but the quantity of hours would show a discrepancy. Your percent complete for total dollars could be at ninety percent, while your percent complete for total hours may only be at forty two percent. You would then know to start investigating further why this is happening.

WORK-IN-PROCESS (WIP)

The **Job Cost Main Module** allows you to process in several months simultaneously. However, only one billing period may be open at a time. The billing period may be weekly, semi-monthly, monthly, or any other length of time. The current billing period starts immediately after you execute the option to ***"Update Billing Information"*** and ends the next time you execute this same option.

Every time you record costs, the costs incurred are held as **"Work-In-Process"** ***(WIP)*** amounts. When you bill a project, all current costs are transferred from the Work-In-Process general ledger account to the Cost of Sales ***(Cost of Construction or Manufacturing)*** General Ledger account. If you don't bill a project, all costs remain in Work-In-Process. Work-In-Process is also updated when you transfer costs from a project back into inventory. These work-in-process costs are used as the cost amounts to be posted to the inventory item as its unit cost in the cost layer. Therefore, when this transfer process occurs, the Work-In-Process general ledger account goes down while the Inventory Asset account is increased. The net affect to the balance sheet may not change, however, the classification of these costs has significantly changed.

The **Job Cost Main Module** also provides you with an option which allows you to bill a project and transfer only part of the current costs into Cost of Sales ***(Cost of Construction)***. The remaining amount stays in WIP. This amount is held in a temporary holding area called the **"Balance Forward Amount."** The Balance Forward can include a quantity amount as well as a dollar amount. This amount will be carried forward to the next billing period and can be used in the auto-calculation of suggested billings in that period. To store an amount into Balance Forward, you simply specify the quantity and amount when you are executing the option to ***"Enter/Adjust Actual Billing."***

These amounts will be temporarily removed from the current costs until you execute the option to ***"Update Billing Information."*** Then they will be automatically transferred back into current costs for the next billing period.

GENERAL LEDGER ACCOUNTS

The **Job Cost Main Module** allows all General Ledger activity to be defined by Cost Code. For each code, you may define the Sales, Work-In-Process, Cost-Of-Sales, and Charges accounts and also the Accounts Receivable Sales Code. Every time that you Record Costs, Transfer Cost from one code to another, or Update Billing Information ***(which updates revenue and cost of sales)***, General Ledger activity is recorded.

If you are interactive with General Ledger, an entry is made in the General Ledger Integration file as described in the **"System Integration"** section of this chapter. If you are not interactive with General Ledger, then this information is accumulated in the Job Cost Transaction File and may be used to print a summary Journal Entry.

All General Ledger activity is based on the General Ledger accounts which are established for each Cost and Billing Code. When a particular type of transaction is recorded, the appropriate account within the Cost or Billing Code is used. You may specify default accounts in the Master Configuration, which the system will then automatically use as defaults during the set up process of each Cost or Billing Code.

The accounts within each Cost Code are:

1) Accounts Receivable Sales Code	This is the Sales Code used for integration with the Accounts Receivable program. Each Sales Code has its own Revenue, Cost of Sales, and Asset Accounts which are used for General Ledger integration, if Accounts Receivable is utilized to do the billing.
2) Revenue Account	This account is used for General Ledger integration if Accounts Receivable is not utilized.
3) Sales Account	This account is used for General Ledger integration if Accounts Receivable is not utilized.
4) Work-In-Process Account	This account is used for General Ledger integration if Accounts Receivable is not utilized. It is also used during the recording of costs and transfer of costs from one cost code to another.
5) GL Charges Account	This account is used as the offset to Work-In-Process during the recording of costs. Normally, this account would be either the Accounts Payable, Cash in Bank, or Inventory Asset account. This account is only used if you record costs directly from the Job Cost Transaction menu.

COST CLASSIFICATIONS

The **Job Cost Main Module** provides a special method for grouping similar or **"like"** costs across several phases or major cost code categories. For example, if your projects include phases for concrete, framing, roofing, electrical, etc. and within each of these phases, you are tracking common codes such as labor and materials, you may group these common codes through the use of **"Cost Classifications."**

In other words, if you want to print a summarized analysis for total labor, regardless of the type of labor being performed, you simply need to establish a Cost Classification for **"Labor."** All Cost Codes pertaining to **"Labor"** should be given the appropriate Cost Classification during their set up. This will allow them to be grouped according to their Cost Classification during printing of management reports and graphs. These Cost Classifications are user definable in the Master Configuration ***(Maximum of 10)***. When you set up your cost codes, you may assign specific cost classifications to each code. These classifications are normally things like Labor, Materials, Sub-Contract, Equipment Rentals, etc. Various management reports and graphs are available which summarize cost codes with **"like"** cost classifications, even if they are in different phases or are in different cost code categories. Therefore, by using this feature, you may only want to see how much Labor has been charged to a particular project, regardless if it was charged to roofing, concrete, or electrical labor. Likewise, materials or other cost classifications could be reviewed in a similar manner. Use of this feature is optional, so if you do not need this cost code or phase analysis, then you may simply ignore this feature.

SYSTEM INTEGRATION

This section includes a brief overview of how the **Job Cost Main Module** integrates with various other accounting modules in this series. These modules include: **General Ledger**, **Accounts Payable**, **Payroll, Accounts Receivable**, **Purchase Order Entry**, and **Manufacturing Inventory Management**. Please note that these modules are designed to work with the **Job Cost Main Module**.

Integration with General Ledger

If the Job Cost Main Module is interactive with the General Ledger module, the following General Ledger transactions will be posted every time you execute these normal Job Cost transactions:

Account Description	Debit	Credit
G/L ACCOUNTS – Based on the Cost or Billing code		
1) REQUIRED COSTS		
Work-In_Process	X	
Charges		X
2) TRANSFER COSTS		
Work-In-Process (Source Cost Code)		X
Work-In-Process (Destination Cost Code)	X	
3) UPDATE BILLING (Billing Type 1-3)		
A. For Each Billing Code:		
Revenue		X
Cash/AR Account	X	
B. For Each Cost Code:		
COS	X	
Work-In-Process		X
4) UPDATE BILLING (Billing Type 4-5)		
A. For Each Billing Code:		
Advanced Billings or Draw		X
Cash/AR Account	X	
5) COMPLETE A PROJECT (Billing Type 1-3, 5, and Additional Billing Required)		
A. For Each Billing Code:		
Revenue		X
Cash/AR Account	X	
B. For Each Cost Code:		
COS	X	
Work-In-Process		X

Account Description	Debit	Credit
6) COMPLETE A PROJECT (Billing Type 4)		
A. Reverse Accrual for Each Billing Code		
Accrued Billing or Draw Revenue	X	
Revenue		X
B. For Each Cost Code		
Work-In-Process		X
COS	X	

You may update your General Ledger at any time by entering General Ledger and executing the ***"Post Integration Files"*** option. ***(See your General Ledger manual for details.)*** Or, if you choose the option ***"Automatically Post Integration Modules"*** in the General Ledger Master Configuration, these same transactions will be posted in real time to the General Ledger each time a transaction is entered into the Job Cost Main Module.

Integration w/Accounts Payable

The **Accounts Payable** module allows the update of project allocations during the Accounts Payable options of Vouchering Invoices and Writing Single Checks. These options allow you to record costs for vendor invoices vouchered into the system directly to the projects with no additional steps required. Multiple projects may be specified when using these options, so that accurate accounting of project costs may easily be maintained.

This would be the same as using the option ***"Record Costs"*** in the Job Cost Main Module. Both modules are designed to track project costs for on-line evaluation of project status.

Integration w/Payroll

If your Payroll module is interactive with the **Job Cost Main Module**, these modules will be updated at the time that you ***"Update Historical Information"*** after running a payroll cycle. Costs may be allocated to various projects in either of these two modules. After allocating the time to various projects, you may simply proceed to run the payroll cycle as normal.

Once the checks are printed, the system will simultaneously update both the projects as well as the employee's master file, when the option to update historical information is run.

Integration w/Accounts Receivable

The **Accounts Receivable** module allows you to automatically calculate suggested billing and to perform your actual project billings directly out of the **Job Cost Main Module**. In addition, retainage invoices are automatically recorded at the same time that the billing occurs. Open Items are tracked by project and may be reported on aging reports, statements, and sales journals. Retainage invoices will be aged separately in the current column of any aging report or statement.

When processing interactive with the Job Cost Main Module, all revenue and cost of sales related journal entries will be posted through the Accounts Receivable module.

Integration w/Purchase Order Entry

In order to use the **Purchase Order Entry** module, you must process interactive with the Accounts Payable module. All purchase orders must be **"attached"** to specific vendors in order to be processed. Vendor name, remit to: address, terms, discount percent, etc. are retrieved for use on each purchase order. At the point of entering purchase orders, allocations to a project and various cost codes on that project may be made. This allows the Purchase Order module to then calculate the total amount of **"committed"** costs for a specific project.

Committed costs are different than budgeted and actual costs. They represent the actual dollars that have been committed to be spent for a specific project, but haven't been actually charged to a project *(actual costs)*. Budgeted costs only show what is supposed to happen, but do not elaborate as to whether the money has been spent or not.

After receipts have been recorded to a specific purchase order, the Purchase Order Entry module will generate a voucher and update the Job Cost Main Module in the same way as the Accounts Payable option, ***"Voucher Vendor's Invoices."***

Integration w/Manufacturing Inventory Management

The **Manufacturing Inventory Management** module allows you to transfer materials directly into a project or transfer materials directly out of a project. In addition, you may use the manufacturing feature to manufacture components into finished goods and then transfer those finished goods to a specific project. The update that occurs in Job Cost when transferring materials into a project is exactly the same as the Job Cost option ***"Record Costs."*** The update made to Manufacturing Inventory Management is exactly the same as the Inventory option ***"Record Withdrawals."***

The update that occurs in Job Cost when transferring materials out of a project is similar to the Job Cost option ***"Transfer Costs,"*** except that the destination is an inventory item instead of a project cost code. The update made to Manufacturing Inventory Management is exactly the same as the Inventory option ***"Record Returns."***

The General Ledger activity for both of these transactions is handled through the Manufacturing Inventory Management module.

DATA FILE DESCRIPTIONS

The Job Cost Main Module utilizes the following five **(5)** data files:

1) **Master Configuration File**
2) **Project File**
3) **Project Detail File**
4) **Transaction File**
5) **Cost Code File**

The following is a brief description of these files:

File Name	Description
Master Configuration File (filetype: JC00) (filename: coJC0.dbf, where "co" is the company number).	This file contains certain configuration information such as the project "Label," cost and billing code configuration, default GL Accounts, system integration, etc.
Project File (filetype: JC01) (filenames: coJC1dy.dbf and coJC1dy.mdx , where "co" is the company number and where "dy" is the year).	This file contains certain project information such as the name and address of the project, the project type, Billing Rate number, etc.

Project Detail File (filetype: JC02) (filenames: coJC2dy.dbf and coJC2dy.mdx, where "co" is the company number and where "dy" is the year).	This file contains each individual cost and billing code detail, which has been allocated to each project. This includes all budgets, quantities, and dollar amounts for cost and billing information.
Transaction File (filetype: JC03) (filenames: coJC3dy.dbf and coJC3dy.mdx, where "co" is the company number and where "dy" is the year).	This file may be optionally maintained to track all transaction activity for each project. If you are not processing interactive with General Ledger, this file will contain your General Ledger Summary information which may be printed in journal entry format for posting to your manual books.
Cost Code File (filetype: JC04) (filenames: coJC4.dbf and coJC4.mdx, where "co" is the company number).	This file contains your master list of all available cost and billing codes which may be used to allocate cost and billing information to projects. It also contains the units of measure, General Ledger Accounts, Cost Classifications, default unit costs, and default billing rates for these codes.

PREPRINTED FORMS

The Job Cost Main Module requires no special preprinted forms for any of the reports generated by the system. All reports print with all appropriate headings and formats on regular white paper.

MASKED FIELDS

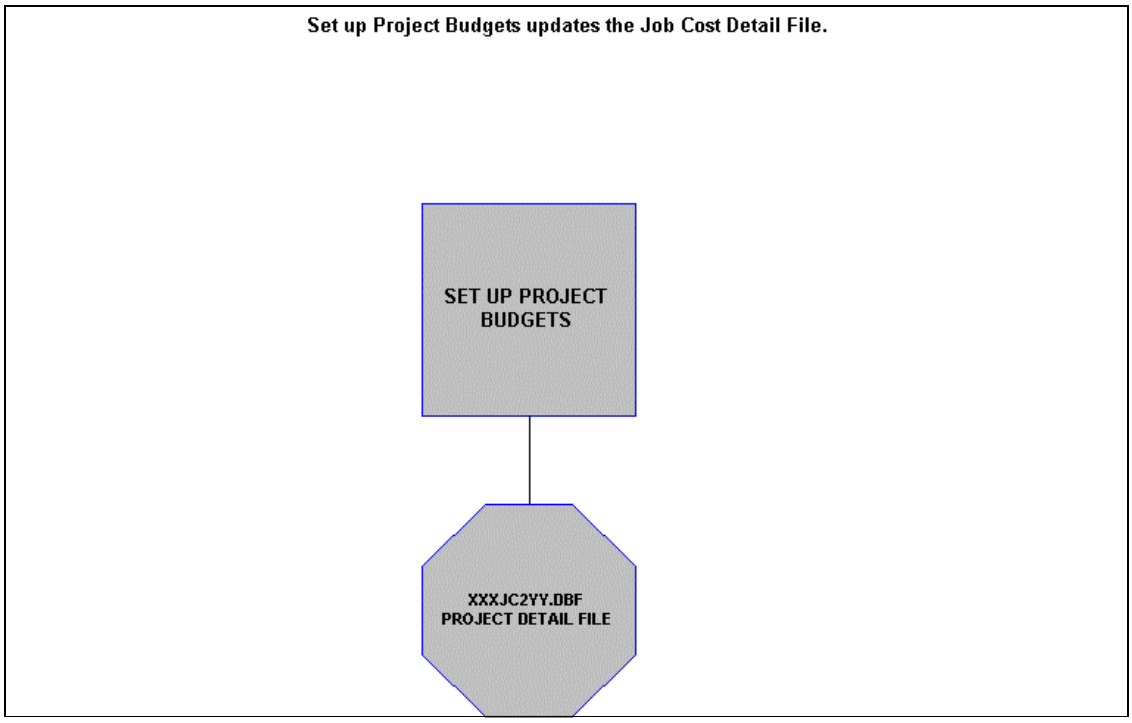
The following fields may be **"Masked"** when generating reports from the system:

- **Manager**
- **Cost Code**
- **Detail Description**
- **Project Number**

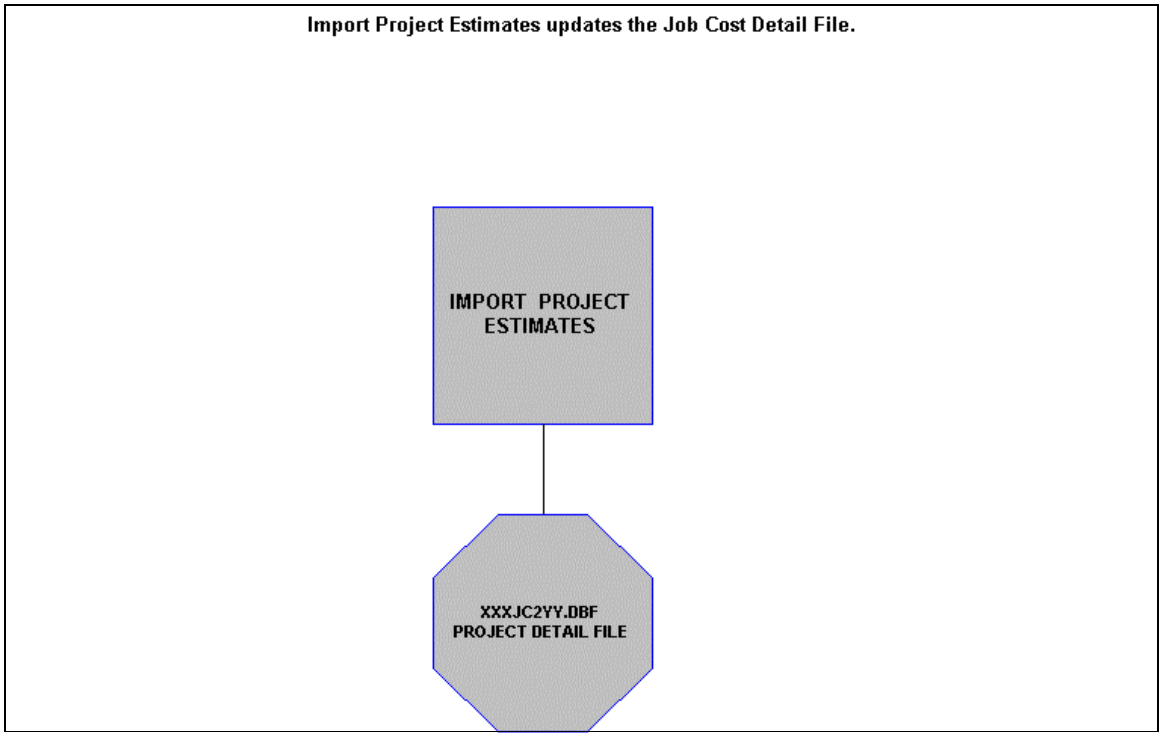
TRANSACTION PROCESSING FLOWCHARTS

This section covers the processing flow for the different types of transaction processing in the Job Cost Main system.

Set Up Project Budgets Flowchart

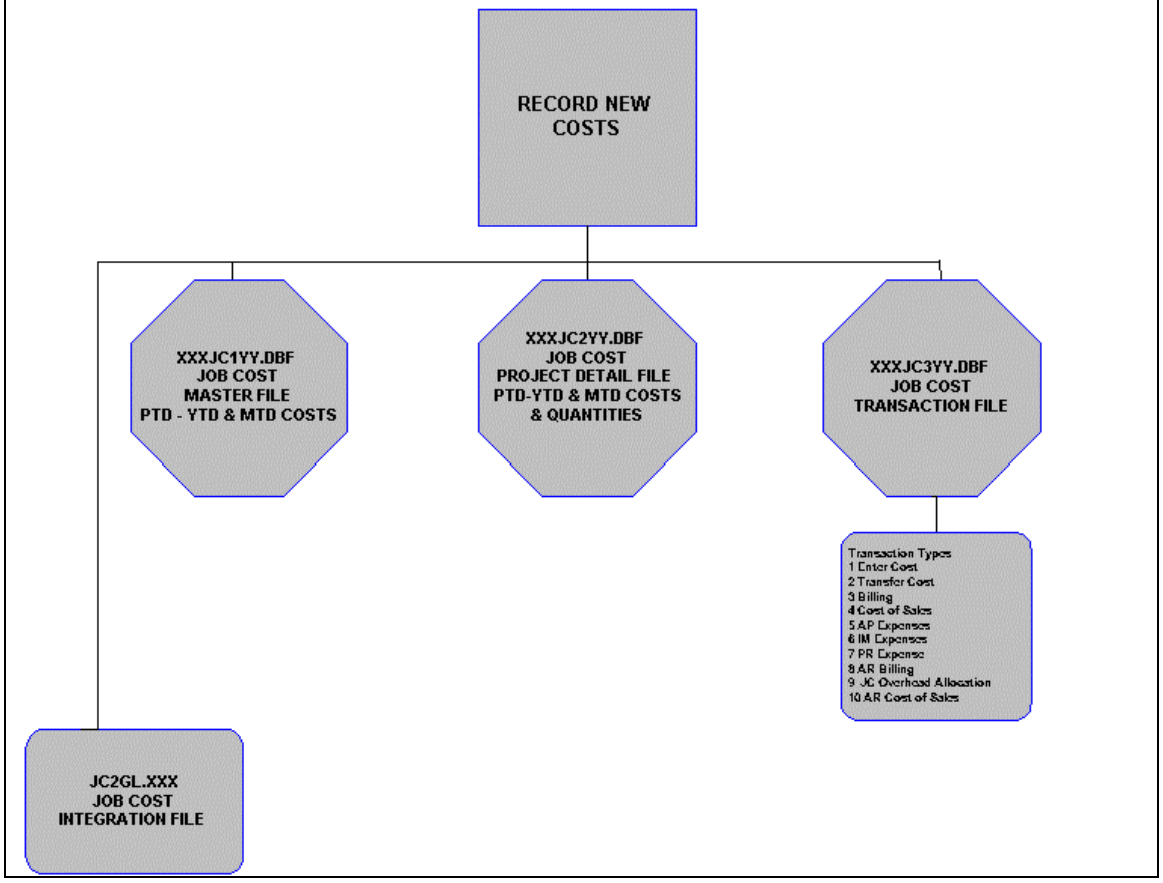


Import Project Estimates Flowchart

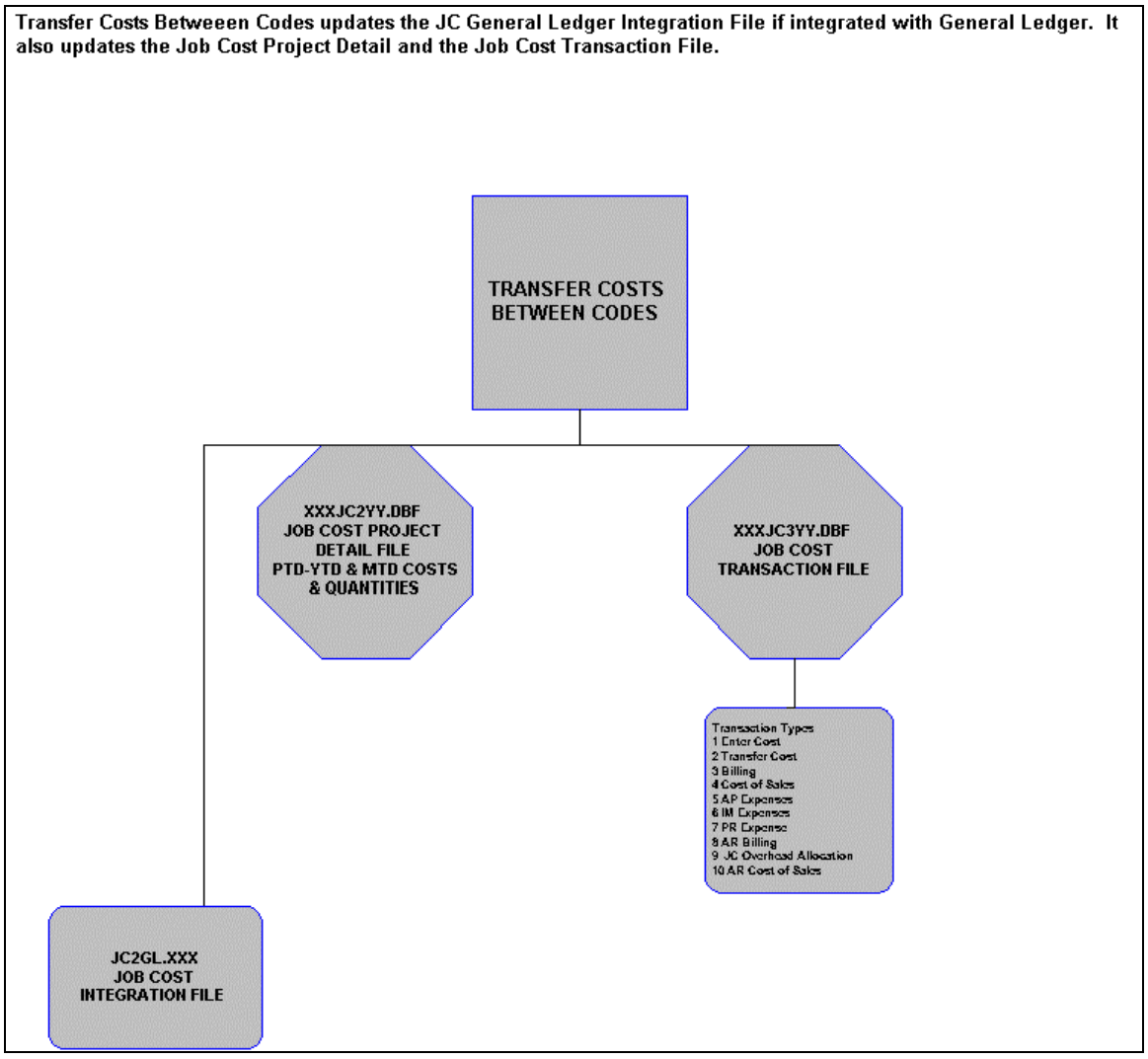


Record New Costs Flowchart

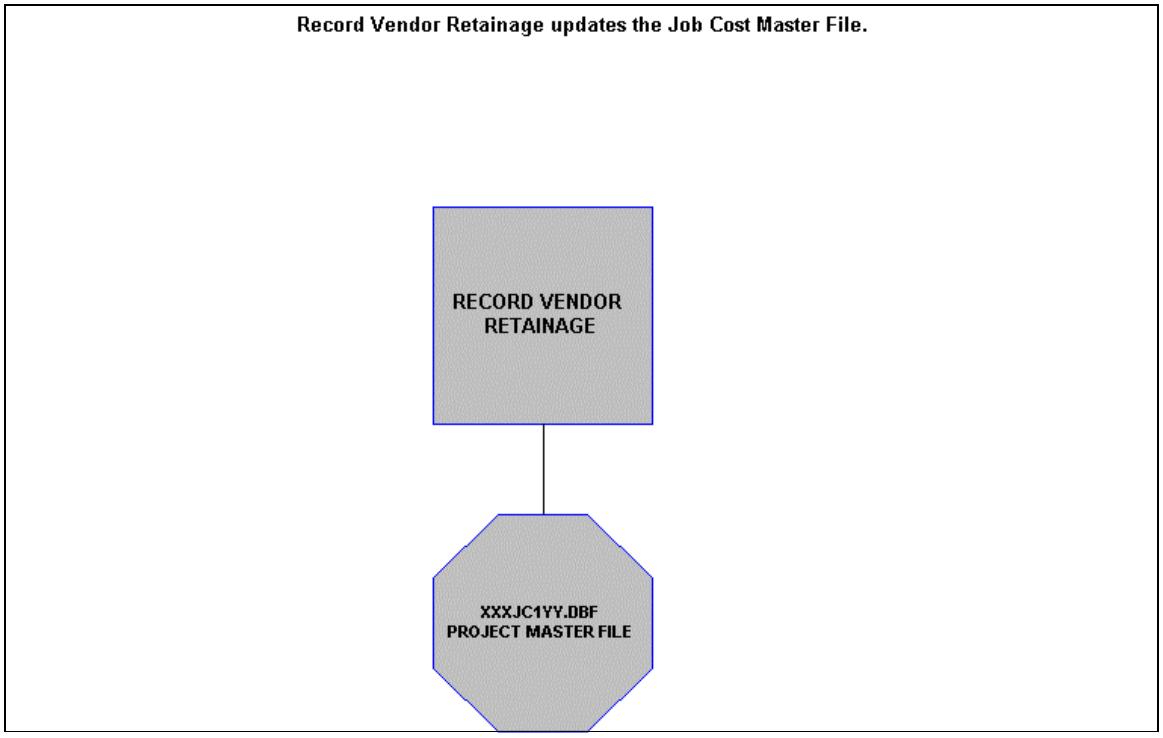
Record New Costs updates the JC General Ledger Integration File if integrated with General Ledger. It also updates the Job Cost Project File, the Job Cost Project Detail and the Job Cost Transaction File.



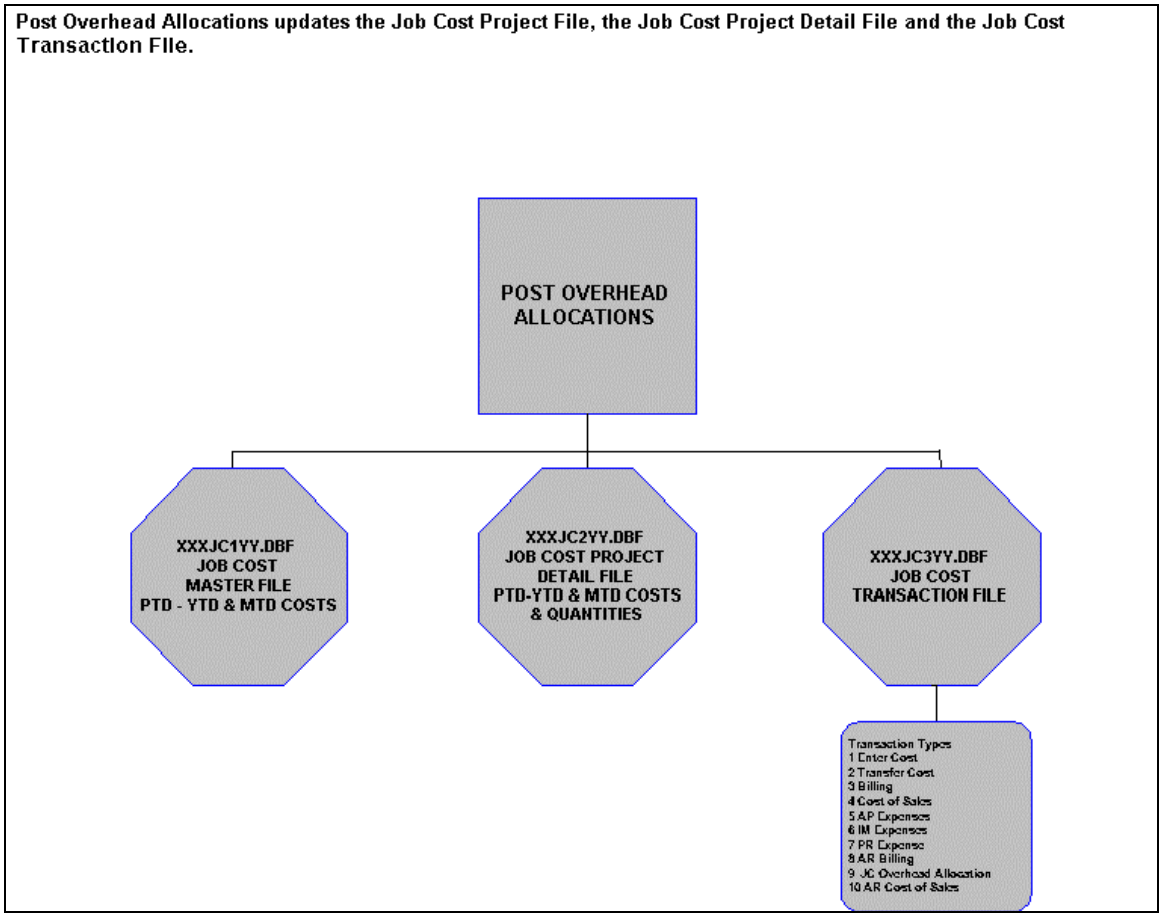
Transfer Costs Between Codes Flowchart


Transfer Costs Betweeen Codes updates the JC General Ledger Integration File if integrated with General Ledger. It also updates the Job Cost Project Detail and the Job Cost Transaction File.
TRANSFER COSTS BETWEEN CODES
XXXJC2YY.DBF JOB COST PROJECT DETAIL FILE PTD-YTD & MTD COSTS & QUANTITIES
XXXJC3YY.DBF JOB COST TRANSACTION FILE
Transaction Types
1 Enter Cost
2 Transfer Cost
3 Billing
4 Cost of Sales
5 AP Expenses
6 IM Expenses
7 PR Expense
8 AR Billing
9 JC Overhead Allocation
10 AR Cost of Sales
JC2GL.XXX JOB COST INTEGRATION FILE

Record Vendor Retainage Flowchart

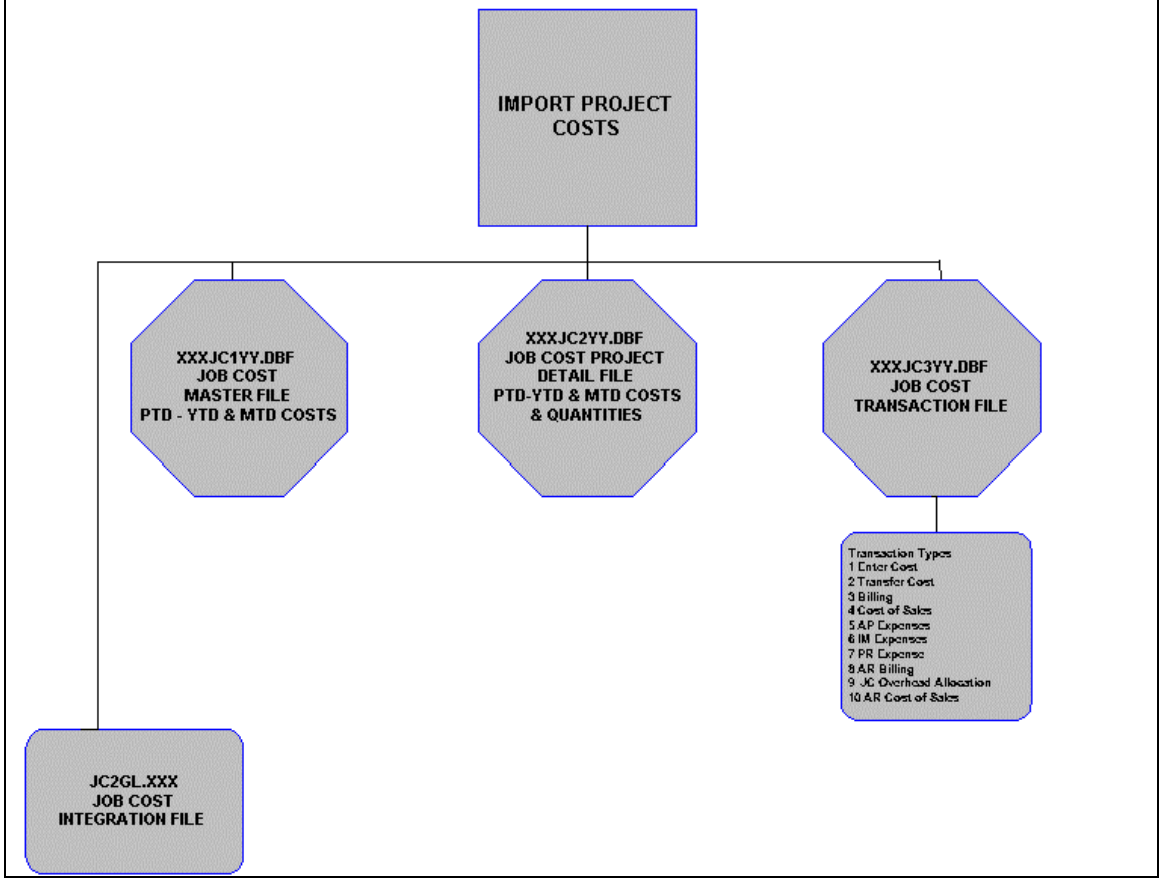


Post Overhead Allocations Flowchart

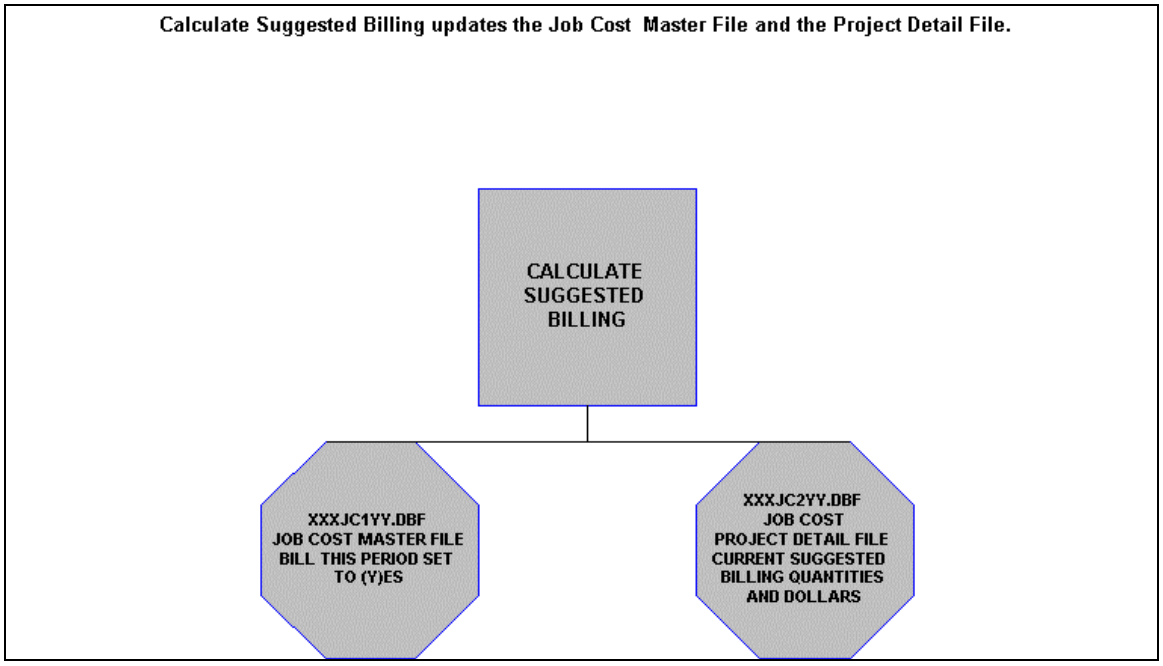


Import Project Costs Flowchart

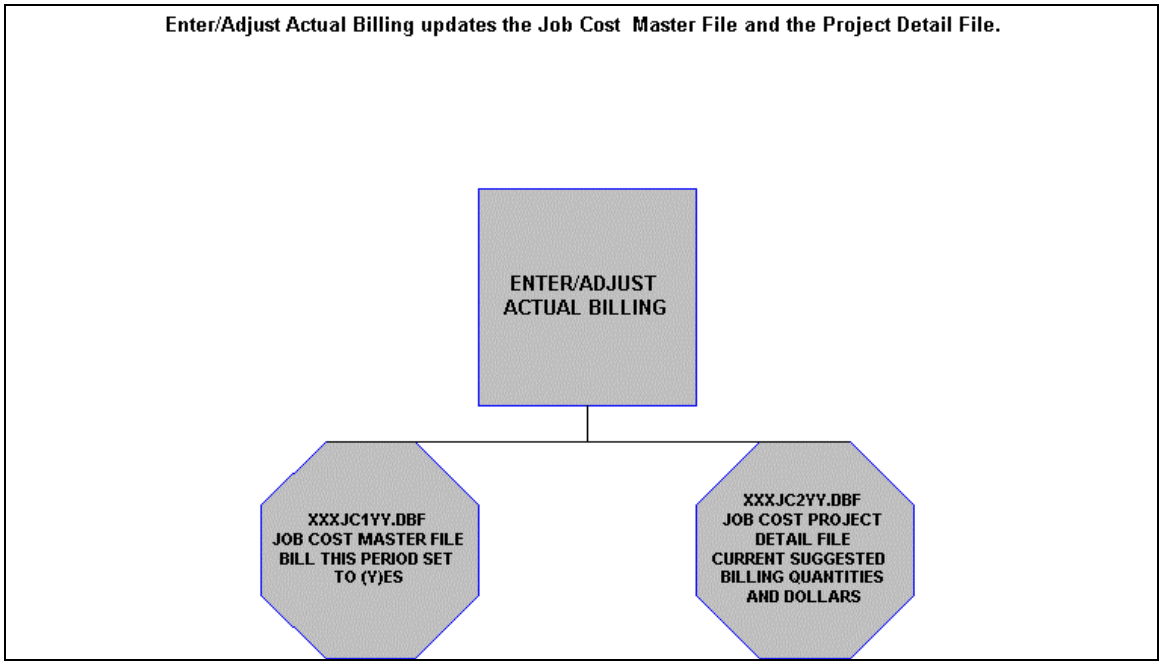
Import Project Costs updates the JC General Ledger Integration File if integrated with General Ledger. It also updates the Job Cost Project File, the Job Cost Project Detail FIle and the Job Cost Transaction File.



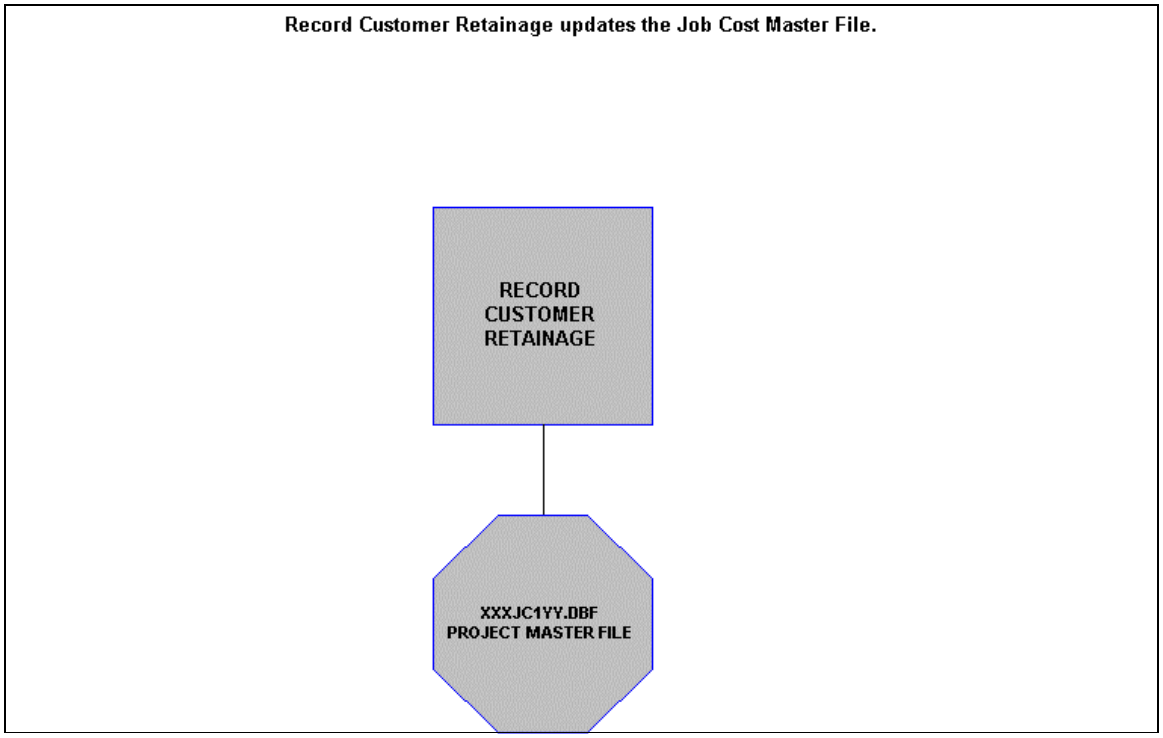
Calculate Suggested Billing Flowchart


Calculate Suggested Billing updates the Job Cost Master File and the Project Detail File.
CALCULATE SUGGESTED BILLING
XXXJC1YY.DBF JOB COST MASTER FILE BILL THIS PERIOD SET TO (Y)ES
XXXJC2YY.DBF JOB COST PROJECT DETAIL FILE CURRENT SUGGESTED BILLING QUANTITIES AND DOLLARS

Enter/Adjust Actual Billing Flowchart

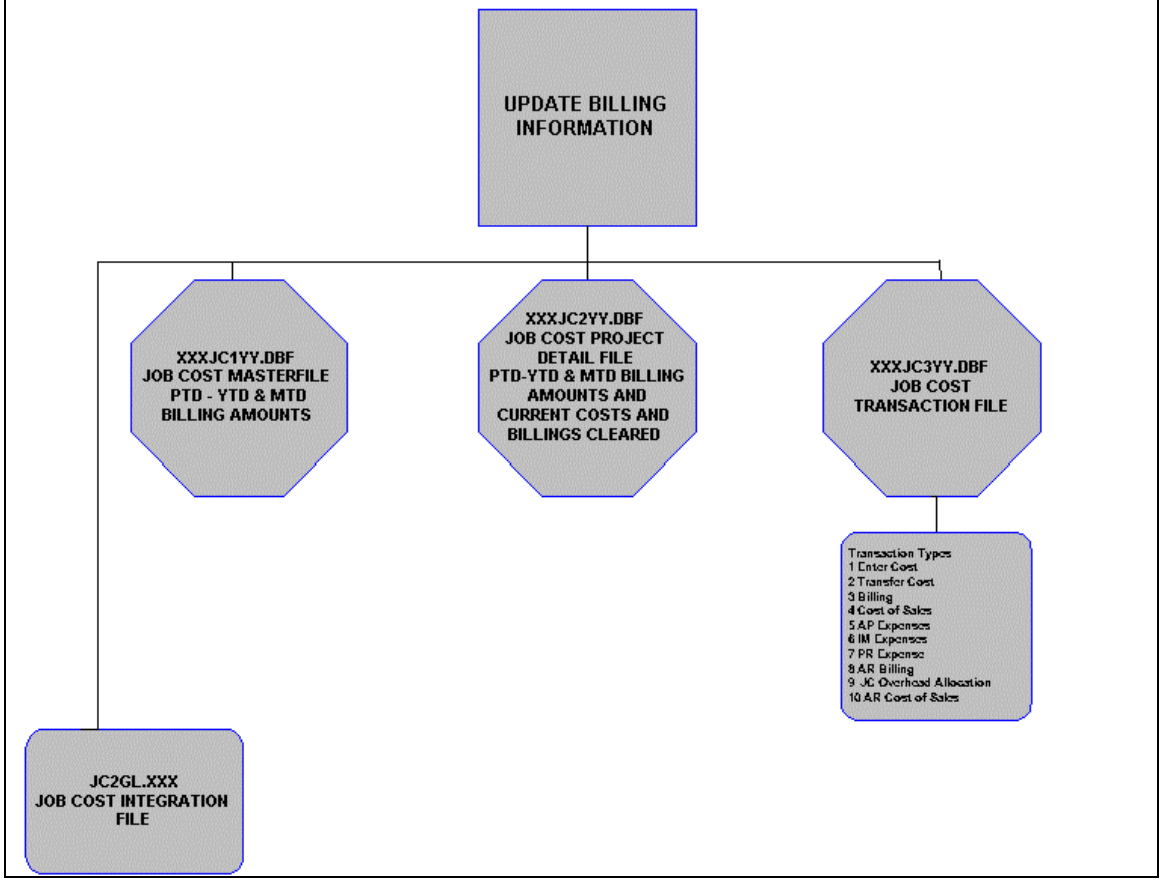

Enter/Adjust Actual Billing updates the Job Cost Master File and the Project Detail File.
ENTER/ADJUST ACTUAL BILLING
XXXJC1YY.DBF JOB COST MASTER FILE BILL THIS PERIOD SET TO (Y)ES
XXXJC2YY.DBF JOB COST PROJECT DETAIL FILE CURRENT SUGGESTED BILLING QUANTITIES AND DOLLARS

Record Customer Retainage Flowchart


Record Customer Retainage updates the Job Cost Master File.
RECORD CUSTOMER RETAINAGE
XXXJC1YY.DBF
PROJECT MASTER FILE

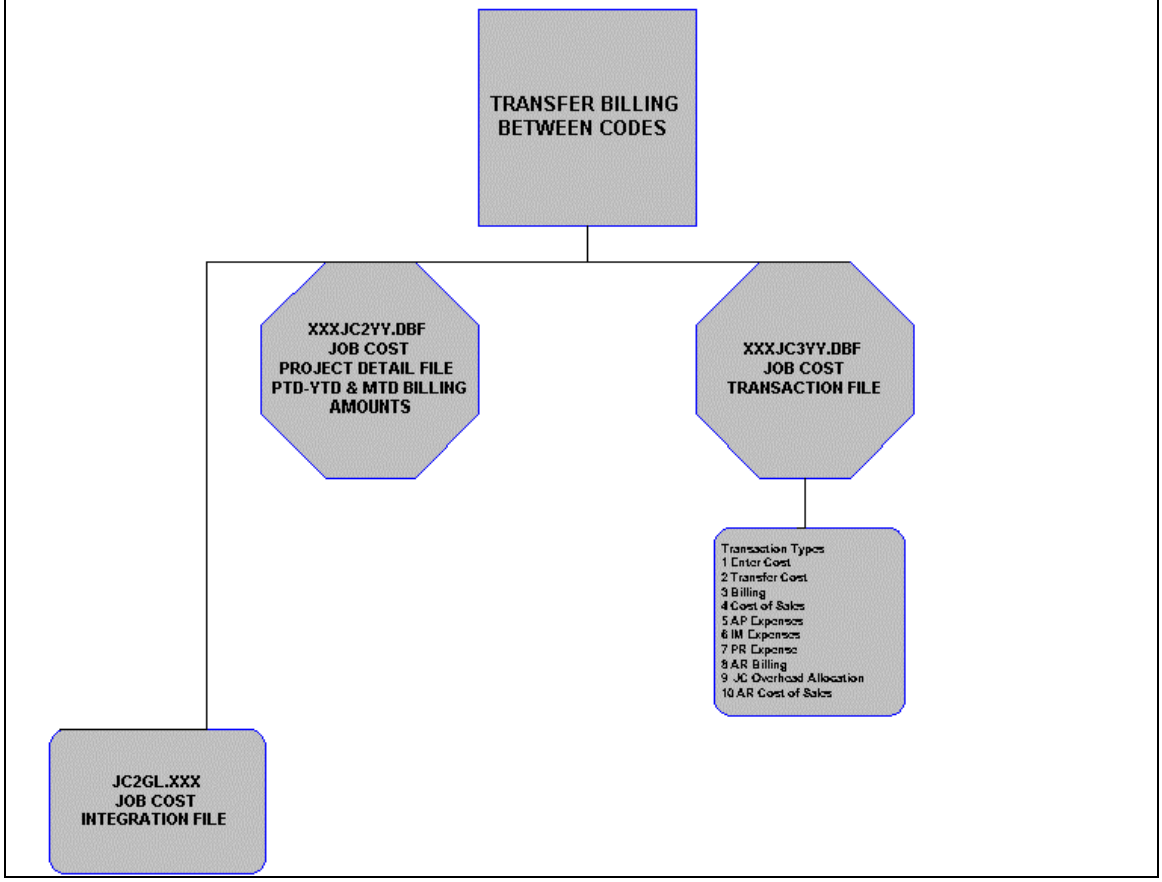
Update Billing Flowchart

Update Billing Information updates the JC General Ledger Integration File if integrated with General Ledger. It also updates the Job Cost Project File, the Job Cost Project Detail File and the Job Cost Transaction File.

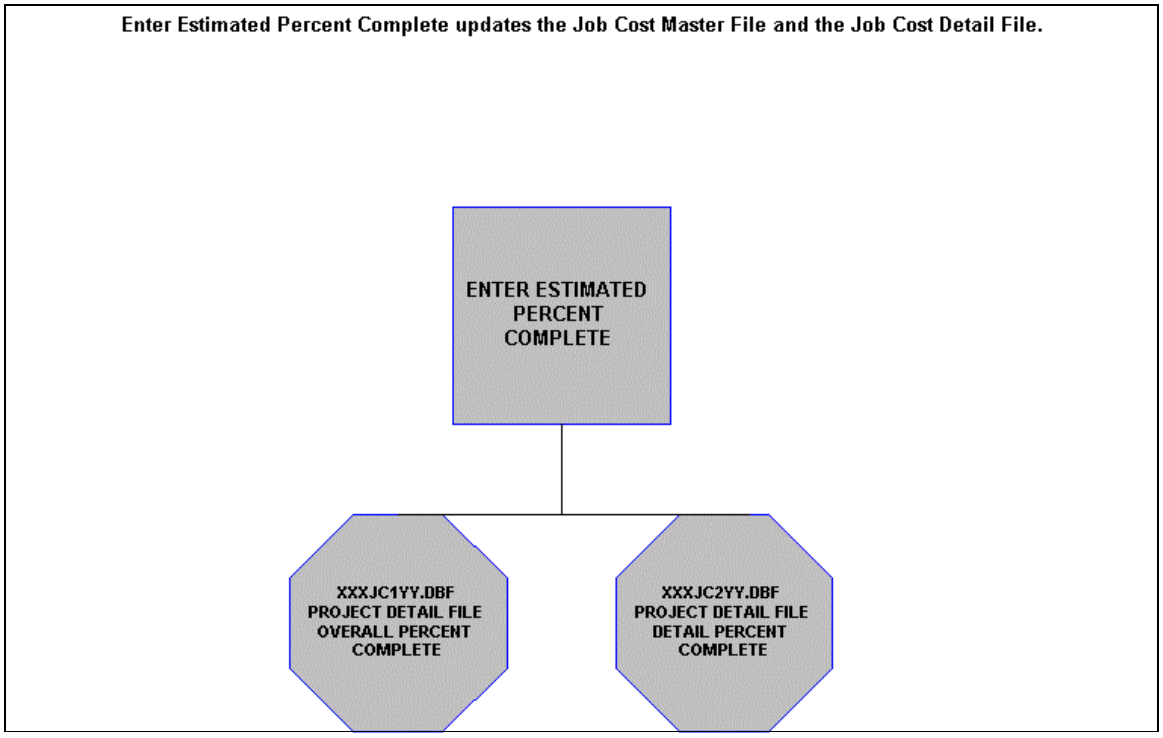


Transfer Billing Between Codes Flowchart

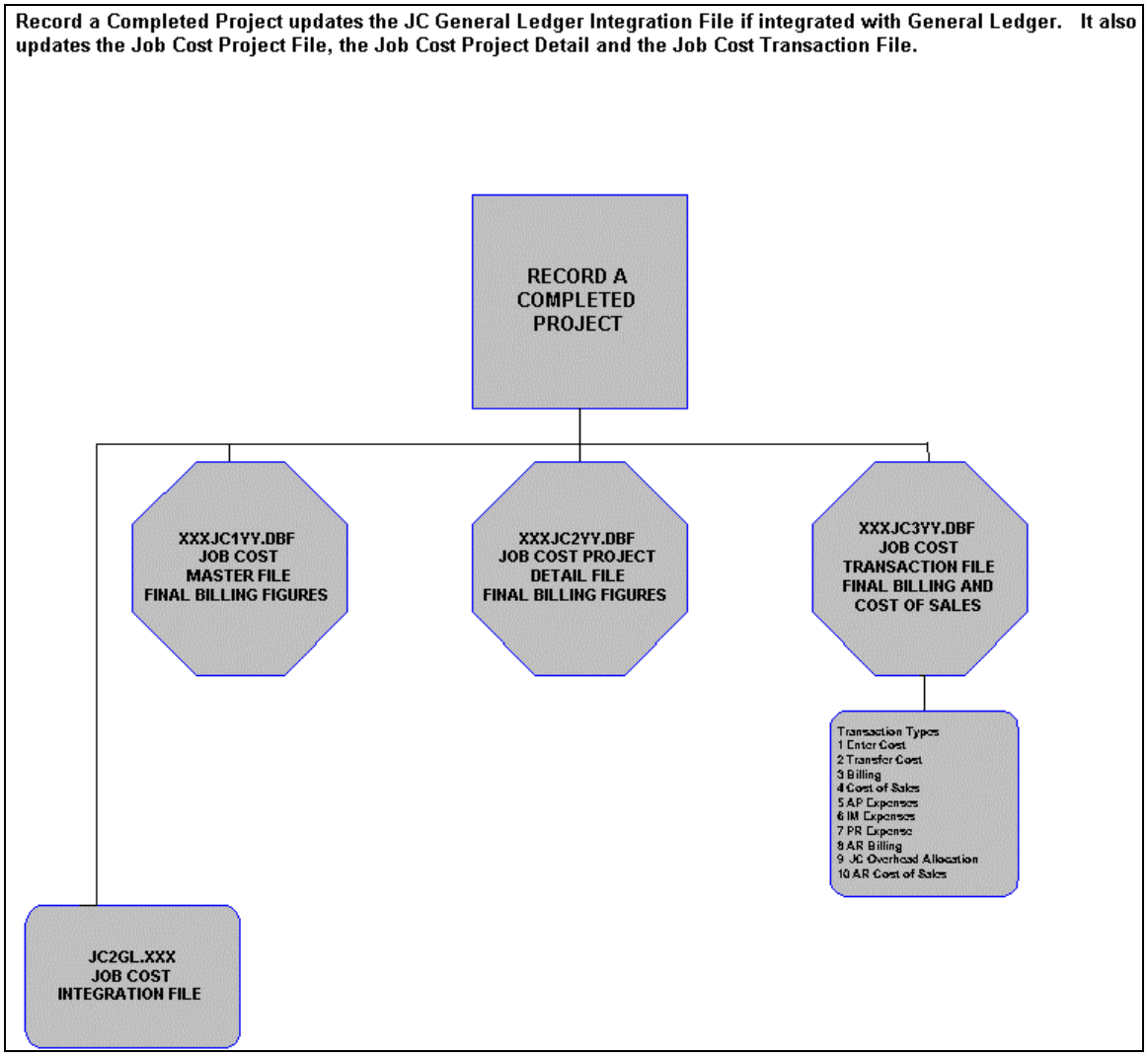
Transfer Billing Between Codes updates the JC General Ledger Integration File if integrated with General Ledger. It also updates the Job Cost Project Detail File and the Job Cost Transaction File.



Enter Estimate Percent Complete Flowchart


Enter Estimated Percent Complete updates the Job Cost Master File and the Job Cost Detail File.
ENTER ESTIMATED PERCENT COMPLETE
XXXJC1YY.DBF PROJECT DETAIL FILE OVERALL PERCENT COMPLETE
XXXJC2YY.DBF PROJECT DETAIL FILE DETAIL PERCENT COMPLETE

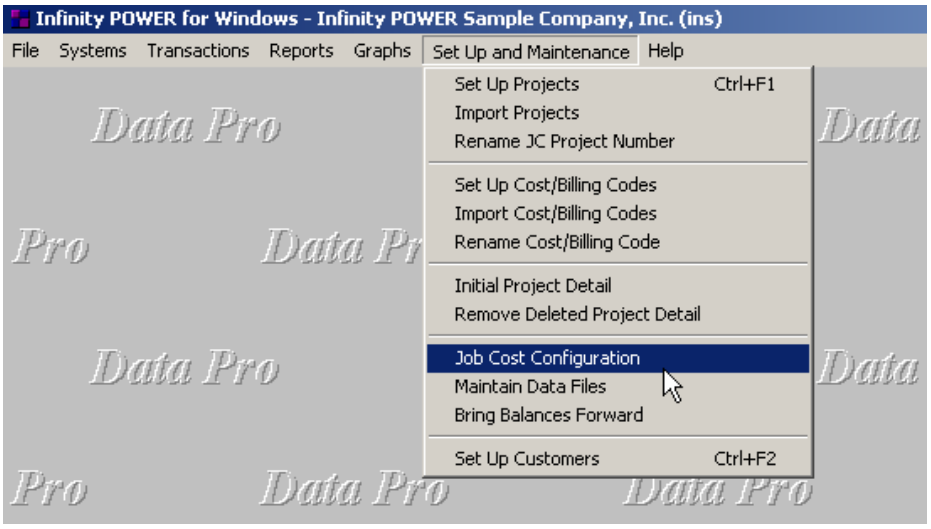
Record a Completed Project Flowchart


Record a Completed Project updates the JC General Ledger Integration File if integrated with General Ledger. It also updates the Job Cost Project File, the Job Cost Project Detail and the Job Cost Transaction File.
RECORD A COMPLETED PROJECT
XXXJC1YY.DBF JOB COST MASTER FILE FINAL BILLING FIGURES
XXXJC2YY.DBF JOB COST PROJECT DETAIL FILE FINAL BILLING FIGURES
XXXJC3YY.DBF JOB COST TRANSACTION FILE FINAL BILLING AND COST OF SALES
Transaction Types
1 Enter Cost
2 Transfer Cost
3 Billing
4 Cost of Sales
5 AP Expenses
6 IM Expenses
7 PR Expense
8 AR Billing
9 JC Overhead Allocation
10 AR Cost of Sales
JC2GL.XXX JOB COST INTEGRATION FILE

CHAPTER 2 SET UP AND MAINTENANCE

This chapter provides you with a step-by-step procedure for the initial setup and maintenance of your Job Cost Main Module files. The **Job Cost Main Module** system allows you the ability to custom configure your Billing Codes, Billing Rates, Cost Classifications, etc. Careful planning should be given when deciding on how to organize your Cost Codes because the Cost Codes will be used in sorting and retrieving specific information and for grouping this information in all reports throughout the system.

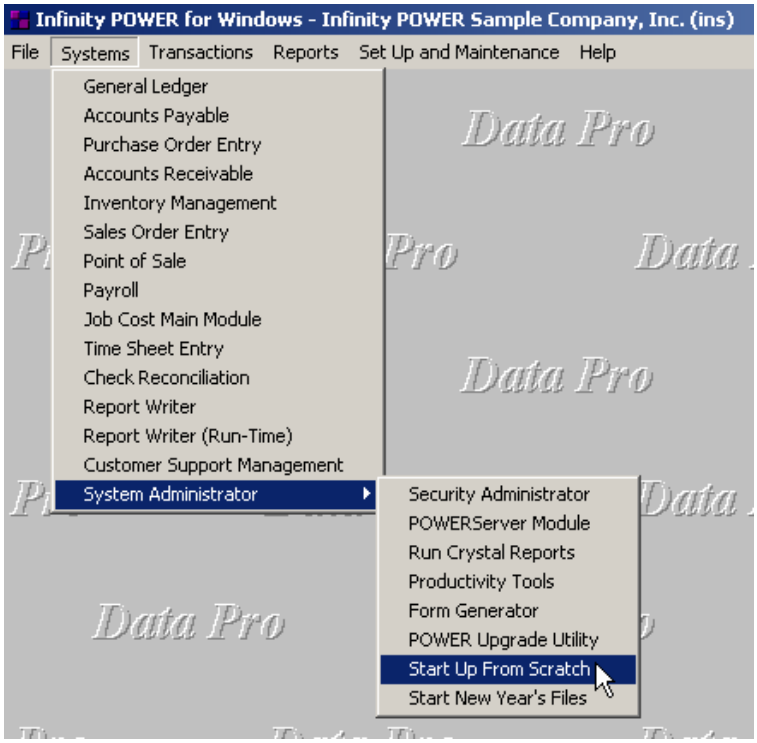
When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



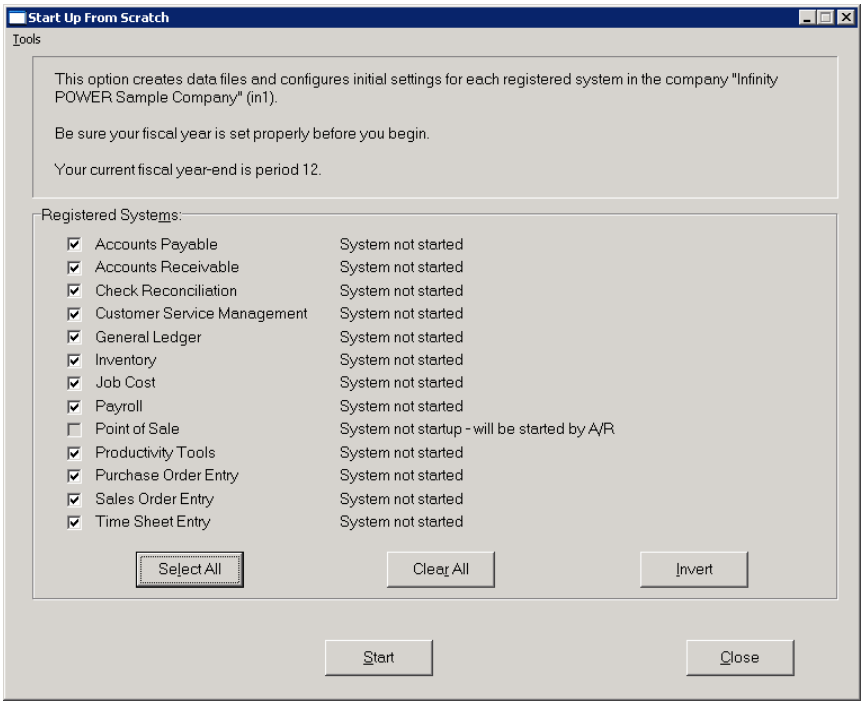
GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, ***(Chapter 1)***, you are ready to set up your master Job Cost Main Modules files from scratch. Select the ***"Systems"*** option from the Menu Bar. Then, select the ***"System Administrator"*** option. Then, select the ***"Start up from Scratch"*** menu option as shown on the following screen.

"Start Up From Scratch" is utilized to set up your initial Job Cost Main Modules and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Job Cost Main Modules option ***"Maintain Data Files."***



Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.

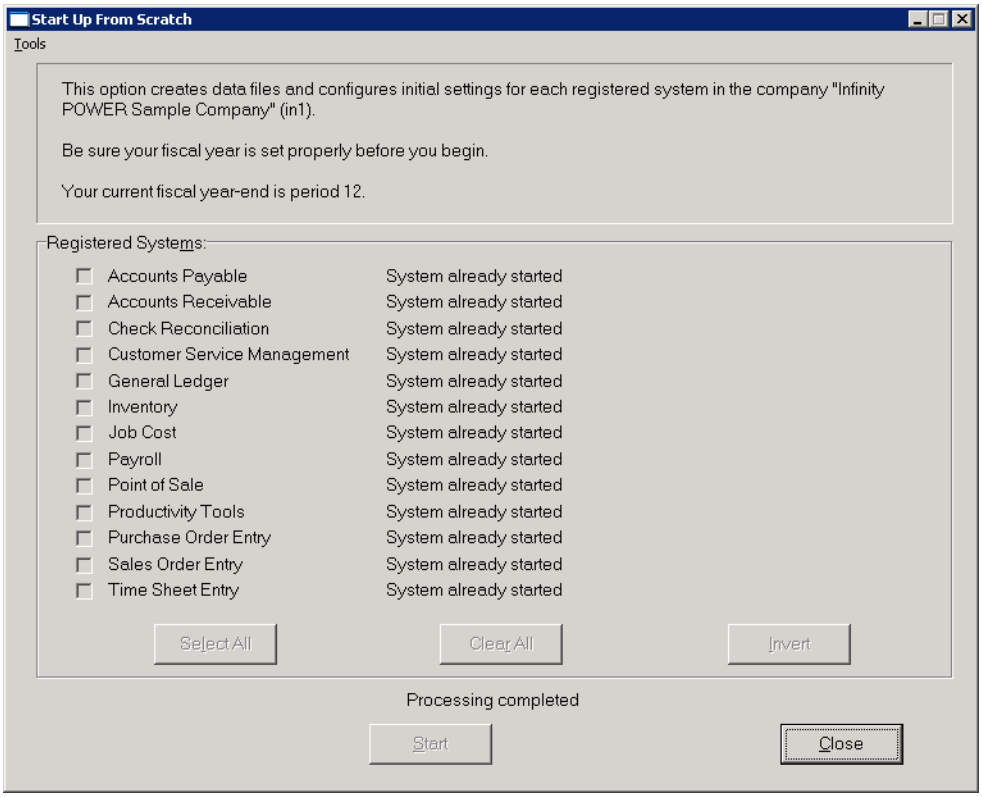

Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity POWER Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Check Reconciliation System not started
Customer Service Management System not started
General Ledger System not started
Inventory System not started
Job Cost System not started
Payroll System not started
Point of Sale System not startup - will be started by A/R
Productivity Tools System not started
Purchase Order Entry System not started
Sales Order Entry System not started
Time Sheet Entry System not started
Select All
Clear All
Invert
Start
Close

This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **"Select All"** accounting modules by <clicking> on this button

which will check all modules and make them ready for processing. Otherwise, you may <click> on the **"Clear All"** button to undo your selections. The **"Invert"** button will reverse the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **"Start"** button. The following screen illustrates how the screen will change when the process is completed.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity POWER Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System already started
Accounts Receivable System already started
Check Reconciliation System already started
Customer Service Management System already started
General Ledger System already started
Inventory System already started
Job Cost System already started
Payroll System already started
Point of Sale System already started
Productivity Tools System already started
Purchase Order Entry System already started
Sales Order Entry System already started
Time Sheet Entry System already started
Select All
Clear All
Invert
Processing completed
Start
Close

<Click> on the **"Close"** button when done and then return to **"Systems"** and select the **"Job Cost Main Module"** to continue with the configuration functions to be described from here.

Once you select this option, <click> on the **"Start"** button and the following data files will be created:

File Name	Description
Project File (filename: coJC1dy.dbf)	This file contains your project overhead information for all projects. This information includes project description, address, contract amount, retainage information, project manager, total cost, and billing information.
Project Detail File. (filename: coJC2dy.dbf)	This file contains the detail of each cost and billing code for all projects. This includes cost and billing quantities and dollar amounts, balance forward amounts, and budget information.

Transaction File (filename: coJC3dy.dbf)	This file contains each transaction entered into the Job Cost module by Month, Project-To-Date and Year-to-Date. This file is used for printing transaction reports and General Ledger summaries.
Cost Code File (filename: coJC4.dbf)	This file contains the master list of all available Cost and Billing Codes. All valid codes that can be used on a project must be set up in this file.

NOTE

Attempting to execute this option after these files have already been set up will result in a warning message that will not permit you to execute this option again. These files are created only once for each new company. This option, however, only creates these files.

NAVIGATION TOOLS

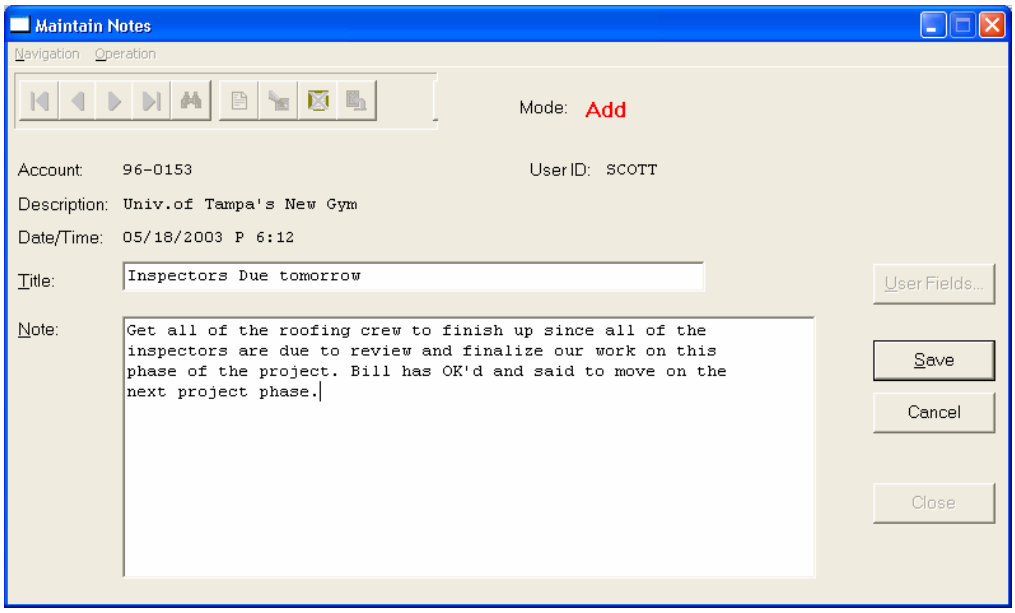
Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.

Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.
	Scroll view. Selects a specific record from a list.
	Creates a record.
	Modifies the current record.
	Deletes the current record.
	Creates a record based on the current record.
	Maintains notes for this record.
	Displays record timestamp information.

SET UP PROJECTS

This section will cover the options available for setting up projects. These functions may be performed at any time during the processing cycle. You may add **"notes"** to any project that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new project, changing an existing project or copying a project.

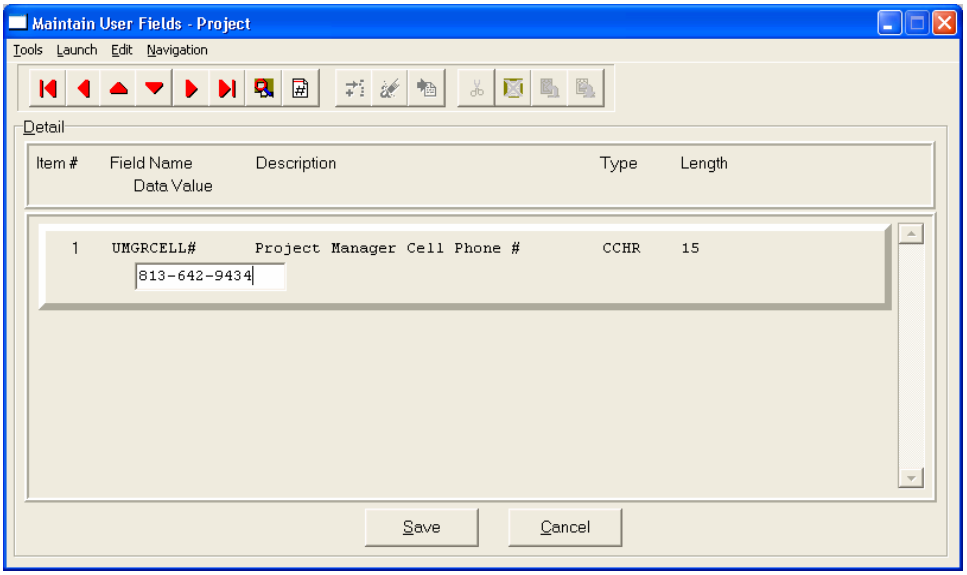
By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time.


Maintain Notes
Navigation Operation
Mode: Add
Account: 96-0153
User ID: SCOTT
Description: Univ.of Tampa's New Gym
Date/Time: 05/18/2003 P 6:12
Title: Inspectors Due tomorrow
Note: Get all of the roofing crew to finish up since all of the inspectors are due to review and finalize our work on this phase of the project. Bill has OK'd and said to move on the next project phase.
User Fields...
Save
Cancel
Close

You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, in the Windows GUI product you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields.

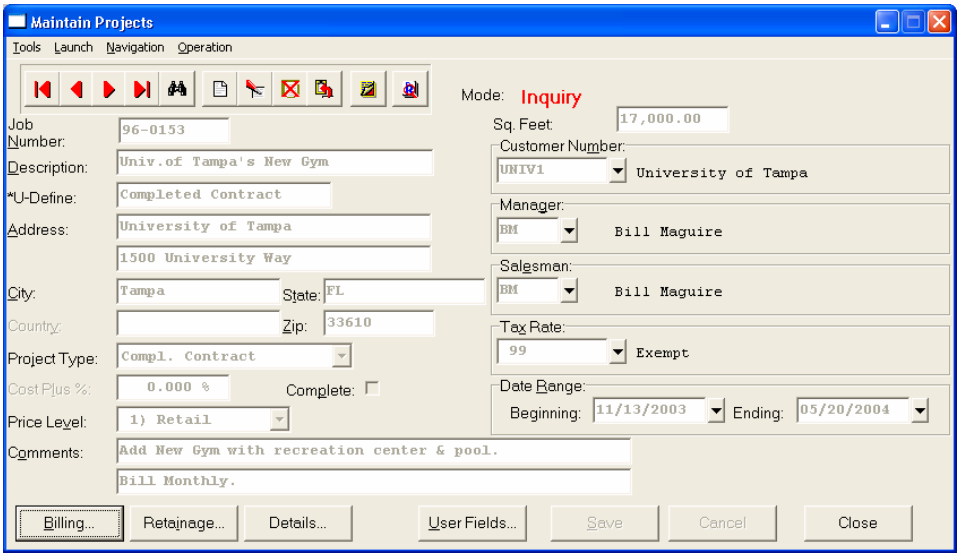


You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (JC0400)

The **"Inquiry"** mode allows you to view summary information about your projects. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

Once the project has appeared on the screen, you may <click> on the following keys to view important information.



<Click> on the **"Billing"** button to review the billing information. <Click> on the **"Retainage"** button to review all retainage information. <Click> on the **"Details"** button to review the project detail information.

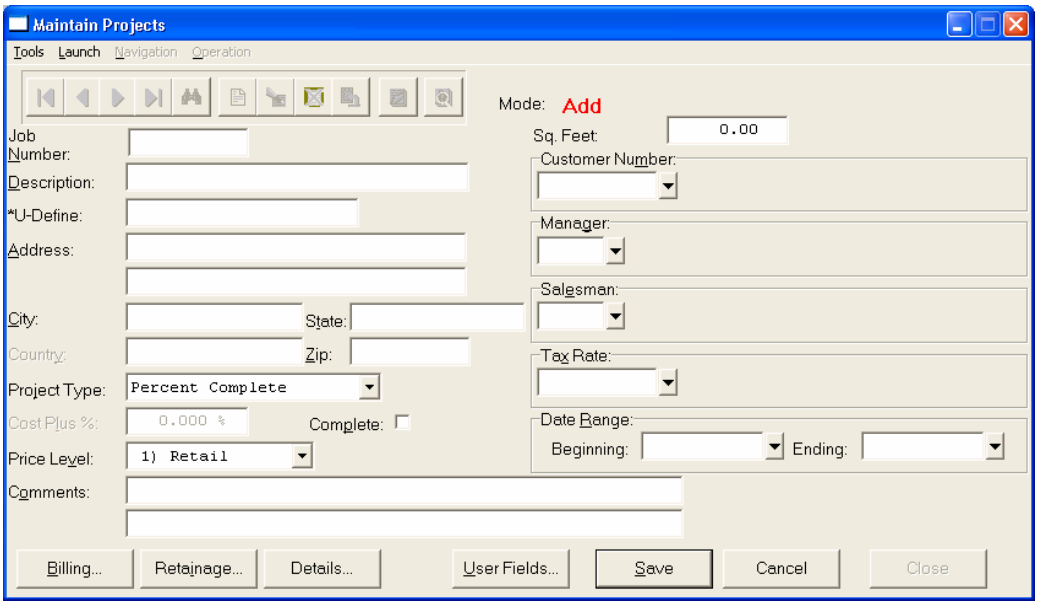
When accessing the **"Details"** features, the screen will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information ***(either text or a line number)*** and <click> on **"OK."** This will take you to the desired detail line if it exists. <Click> on **"Close"** to exit and return to the main screen.

Add Mode (JC0401)

This option allows you to set up new Job/Projects. You may input all job/project specific information with this option except for project cost and billing detail. This is the first step to record all pertinent information regarding a project. This includes a description of the job/project, beginning and ending dates, the address of the job/project, the manager of the project, the salesman of the project and other key costing and billing information.

If this is a new job/project with no outstanding information, once this job/project set up is complete, you may proceed to enter all charges to the job/project through the ***"Enter Transactions"*** menu option. However, if you are setting up a job/project that already has outstanding detail accumulated toward the project, then after the set up of the project has been completed, you should proceed to the menu option ***"Initial Project Detail"*** to record the existing balances by cost or billing code.

If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** The following is an explanation of each of the data items necessary for each project.



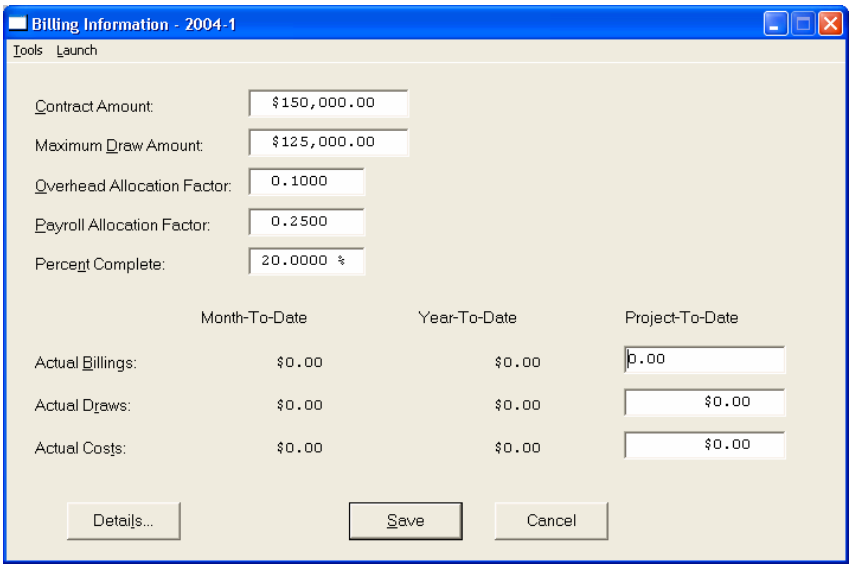
Job Number	This is the ten (10) character ***(alpha/numeric)*** project number to identify this Job/Project.
Description	This is the thirty (30) character ***(alpha/numeric)*** description of the job/project. This will be displayed on all reports and screens regarding this job/project.
Special	This is a user definable field that you may perform special searching and sorting functions with throughout the system. You may have configured this field in the Master Configuration setup to represent any number of items. If, however, you have configured this field for something like ***"Scheduled Date of Completion,"*** keep in mind that the system will always search and sort with numbers first and then alpha characters. If you are using a date and want the report to print in year, then month, then day of month order, then you must enter the date in this format. This is required because this field may also be used as a descriptive field and is not formatted to sort only as a date field.
Address	This is the physical address of the project you are setting up. If you have elected to use ***"International Addresses"*** *(a set up feature in Global Functions)* the system will include **"Country,"** as a data field in the address information for this company. The address information will consist of two lines of thirty **(30)** characters for the address, fifteen **(15)** characters for the city, fifteen **(15)** characters for the state, fifteen **(15)** characters for the country and **(10)** ten characters for the zip code. For example: **Customer Name:** ABC Company, Inc. **Address:** 123 Main Street Suite 1030 **City:** Vancouver **State:** Brit. Columbia **Cntry:** Canada **Zip:** V6E4A2
Project Type	This is the classification of the billing method being used for this project. You may <click> the Down Arrow *(F2 by default)*, to view the available choices. The choices available include: **Direct Billing** **Cost Plus** **Percent Complete** **Completed Contract** **Bank Draw**
Direct Billing	This project type assumes that you are going to invoice a customer based on the direct amount of cost incurred on a specific project. This project type allows you to simply record costs as they occur and then bill directly for the charges at the billing rate that you establish for each billing code within this project.
Cost Plus	This project type is designed to keep track of your actual costs on a project and then mark up the cost based on the percentage that you specify for the project. This would be typical if you are handling a project on a Cost plus **10%** basis. Regardless of what the costs are, you will be paid for the costs of the project plus **10%** for your efforts. The system will print the detail for you to submit with the percentages calculated for you automatically.

Percent Complete	This project type tracks the percentage a project is complete so that you may receive payment on that project's completion schedule. These amounts will automatically be calculated for you and figured into your suggested billing amounts based on budgets you have setup for each code. You also have the flexibility to manually override the percent complete on a project to reflect its actual state even though all costs currently posted to the project may reflect a different percentage of completion. This type of project requires budgets in order to ***"Calculate Suggested Billing."***
Completed Contract	This project type works in the exact same manner as the **Percent Complete** project type except that all revenues and cost of goods sold are capitalized until the completion of the contract. Upon the final billing, all capitalized costs and progress billings will be recognized as revenue and cost of sales for financial reporting. All other Job Cost reports print the same as if you were using the Percent Complete project type. The only difference is in the way the General Ledger update is handled.
Bank Draw	This project type is used for securing funds from banks based on the level of completion and on costs of the project. This method allows you to print an ***"Application For Draw"*** report for your bank during the construction process. At the completion of the project, when the final sale occurs, revenue and cost of sales will be recognized based on the actual sales price and costs incurred. This type of project requires budgets in order to ***"Calculate Suggested Billing."*** Once you have specified the type of project this is, you may specify if this project is currently completed by <clicking> **"on"** the **Complete** checkbox. Once a project is complete, you may not perform billing or any other transaction on it.
Cost Plus Percent	This is the percentage to use if you have selected the ***"Cost Plus"*** option as the project type. This specifies the mark up to use in the automatic calculation of percentages above your recorded cost for this project.
Price Level	This specifies the **price level** to use if you are interactive with the Manufacturing Inventory Management module. Each item in inventory may have up to ten **(10)** different price levels established and by specifying a level here the system will automatically default to that level of pricing for all inventory items charged to this particular project.
Comments	These are two lines of fifty **(50)** characters each for any comments that you would like to assign this project. These comments will only be displayed on the Detailed Project Listing and on one of the Project Inquiry screens.
Square Ft.	This is the total overall units for this project. The description of this data item will be the **"Overall Proj. UM"** set up in the Master Configuration. This quantity, or units, figure may be included on the Cost Classification Summary as the divisor for each cost figure. This can provide you with, for example, a summary of Project-To-Date cost per Square Foot.
Customer #	This is the customer number used by the Accounts Receivable module. If you are interactive with this module, enter the customer number or <click> the Down Arrow *(F2 by default)* to call up the list of available customers. Select the appropriate customer to continue. Keep in mind though, that if you want the system to provide automatic billing information, the customer must be set up in Accounts Receivable as well as in this data item field with matching numbers. If the customer has not been set up in the Accounts Receivable module, you may add the customer to the file at this point.

	You may right mouse <click> and select *"Set Up Customers"* to quickly add a customer to the file. This option is only available if you are integrated with the Accounts Receivable module. Once you have chosen to add a new customer, a new window will overlay your screen and ask you for the customer number you wish to add. You may proceed to add all of the pertinent information to this customer's file at this point or simply enter the customer's name and number and then go to Accounts Receivable at a later time to complete the rest of the detailed set up.
Manager	This is the project manager assigned to this project. By assigning a project manager, you will be able to print reports by project manager as well as by project.
Salesman #	This is the salesman number used by the Accounts Receivable module. If you are interactive with this module, enter the salesman number or <click> the Down Arrow ***(F2 by default)*** to call up the list of available salesmen. Select the appropriate salesman to continue. Keep in mind though, that if you want the system to provide automatic billing and sales information, the salesman must be set up in Accounts Receivable as well as in the project file with matching numbers.
Tax Rate #	This field only has relevance if you are interactive with the Accounts Receivable Module. This is the Tax Rate Number that has been set up in the tax rate file of the Accounts Receivable module that you would like to assign this project. There should be a tax rate number entered in this field, so any ***"exempt"*** customers must be assigned a tax rate that has been set up with zero tax percentages.
Beginning Date	This is the starting date of this project. This is to allow managers to track the beginning dates on a project.
Ending Date	This is the ending date of this project. This is to allow managers to track the ending dates on a project.

Billing

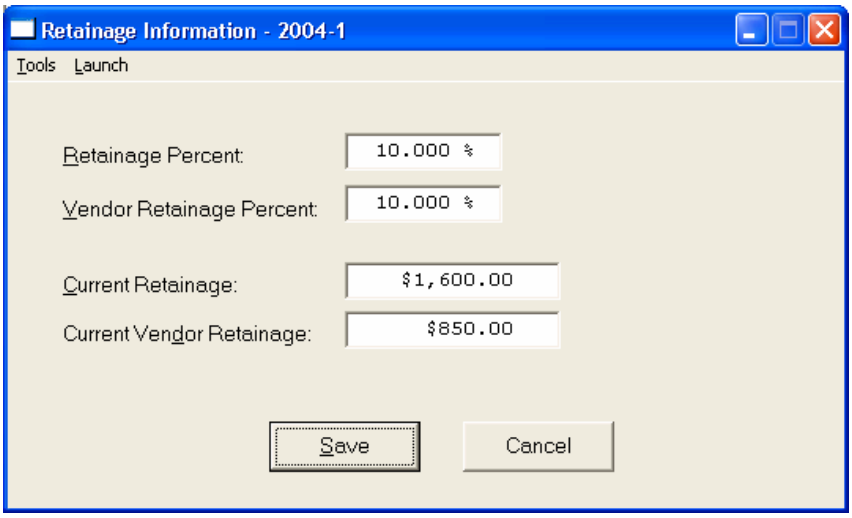
By <clicking> on the **"Billing"** button, a new window will overlay your existing screen for you to specify the following information.



Contract Amount	This is the set amount of the contract to be billed.
Maximum Draw Amount	This is the maximum amount of "Draw" *(loans against construction)* that may be taken during the course of this project.
Overhead Allocation Factor	Allows you to override the system default factor specified in the Master Configuration. Pressing TAB through this question will assume the default. This overhead allocation factor will be used to post overhead costs to the project based on current costs posted in the system multiplied by this factor.
Payroll Allocation Factor	Allows you to override the system default factor specified in the Master Configuration. Pressing TAB through this question will assume the default. This allocation factor will be used to post payroll overhead expenses to the project based on current payroll posted to the project multiplied by this factor. This may be used to allocate payroll tax overhead as costs to the project. This payroll allocation occurs only if you are interactive with the Payroll Module.
Estimated Percent Complete	The percentage amount of completion for the project based on the estimate entered by the project manager. This is used to calculate your projected profit and cost overruns based on the cost percent complete. This is useful in comparing the actual status of a project versus the actual costs incurred.
Project-To-Date Billings	Allows you to enter the total billing amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions and billings are posted through the system, these figures will be automatically updated by the system.
Project-To-Date Draws	Allows you to enter the total draw amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions and draws are posted normally through the system, these figures will automatically be updated by the system.
Project-To-Date Costs	Allows you to enter the total cost amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions are posted normally through the system, these figures will automatically be updated by the system. Once you have completed *"Estimated Percent Complete,"* you may <click> on the "Details" button to continue to the next part of this scrolling screen. The next section allows you to enter the specific billing, draw, and cost amounts for this project for each month of the current fiscal year. All amounts entered here will be used in calculating the Year-to-Date total for this project. Once you have entered all of the necessary information, <click> on the "Save" button to validate all of the billing information for this project.

Retainage

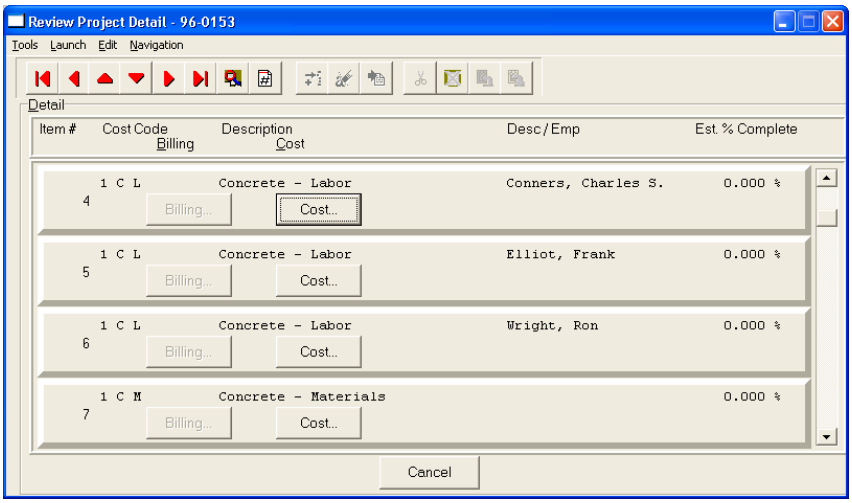
This option allows you to specify the retainage percentages that your customer holds from your billings and what you hold from your vendors. These retainage percentages will be automatically retrieved by project in Accounts Receivable and Accounts Payable. By <clicking> on this button, the system will overlay a window displaying the following data items.



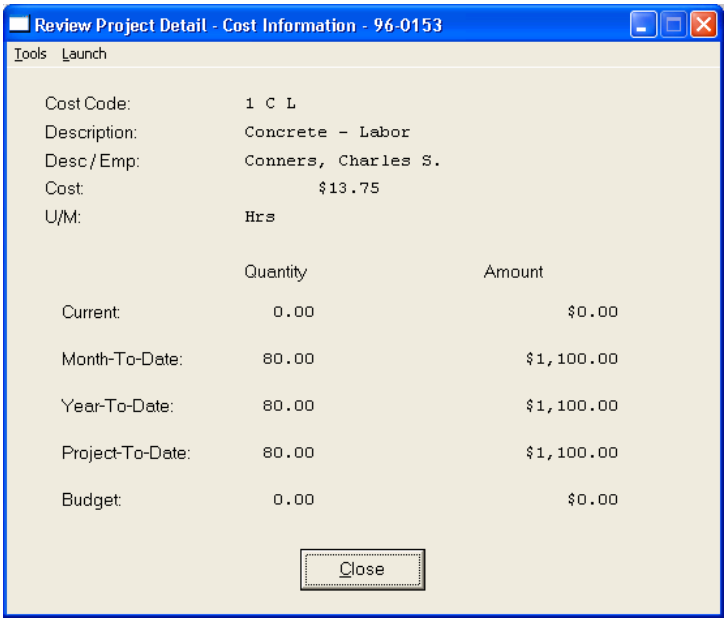
Retainage Percent	This is the percentage of retainage to be used when generating all invoices in the Accounts Receivable module for this project. Each time an invoice is generated, the percentage will automatically be calculated and deducted from the invoice and posted as a retainage amount to the customer's account.
Vendor Retainage Percent	This is the percentage of retainage to be calculated when vouchering all invoices from vendors or sub-contractors through the Accounts Payable module. Each time an invoice is vouchered into the system, the retainage will be automatically calculated and deducted from the invoice amount and posted to the vendor's account.
Current Retainage	This is the total outstanding retainage that has already been calculated on this project. As new invoices are generated, this figure will go up. As customers make payments that include retainage invoices for this project, this amount will decrease.
Current Vendor Retainage	This is the total outstanding retainage that has already been calculated on this project. As new invoices are vouchered into the system, this figure will go up. As you make payments to your vendors that include retainage invoices for this project, this amount will decrease.

Details

<Clicking> on the ***"Details"*** button at this point would allow you to see this option but would not allow you to add any detail. This is an inquiry function. Since you are just adding the Job/Project, no details would exist at this point. Later as transactions are posted to the Job/Project or after you add the initial detail to this project, when you <click> this screen, you will see a screen similar to the following:


Review Project Detail - 96-0153
Tools Launch Edit Navigation
Detail
Item # Cost Code Billing Description Cost Desc/Emp Est. % Complete
4 1 C L Concrete - Labor Conners, Charles S. 0.000 %
Billing... Cost...
5 1 C L Concrete - Labor Elliot, Frank 0.000 %
Billing... Cost...
6 1 C L Concrete - Labor Wright, Ron 0.000 %
Billing... Cost...
7 1 C M Concrete - Materials 0.000 %
Billing... Cost...
Cancel

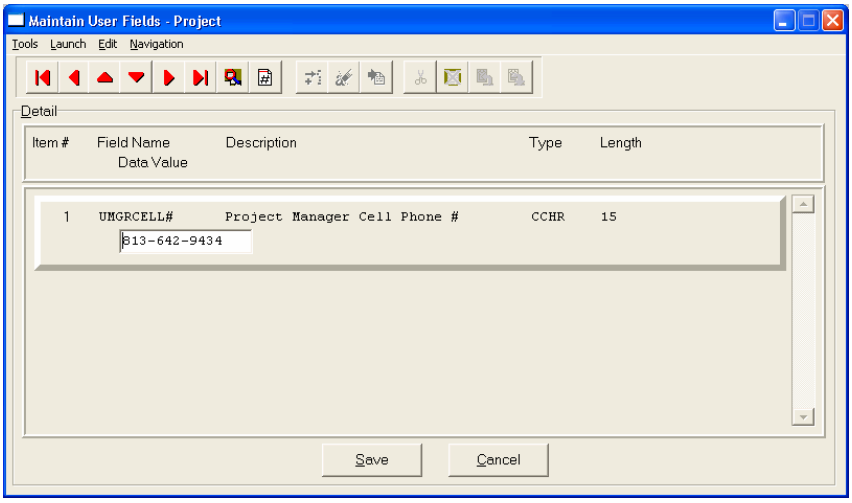
This is a scrolling detail screen of all of the billing and cost items on this Job/Project. Depending on what kind of Cost Code ***(Cost Only, Billing Only or Cost and Billing Code),*** you may <click> the button that is active and view the summary of the line item. The following screen will appear.



<Click> on **"Close"** to exit this screen to return to the previous screen where you may select another Cost or Billing Code to view the Details.

User Fields

<Clicking> on the ***"User Fields"*** button at this point would allow you to view any information you may already have stored in any user defined fields you may have added to the Job/Project file. On this screen you will be able to add information to these fields as well.



If you have added any information to the User Fields in the Job/Project file <click> on the **"Save"** button to validate your entries. Otherwise, <click> **"Cancel"** to return to the main menu. On the main menu, <click> on **"Save"** and then **"Close"** to exit.

Results:

coJC1dy.dbf - Project File
- All Project Information is Set Up

Change Mode (JC0402)

This option allows you to change information on an existing project. If you have made any mistakes during this set up process, you may return to the ***"Change Mode"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coJC1dy.dbf - Project File
- Project Information is Updated

Delete Mode (JC0403)

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a project is deleted, there is no way to retrieve it again.

Results:

coJC1dy.dbf - Project File
- Project is marked for Deletion

Copy Mode (JC0404)

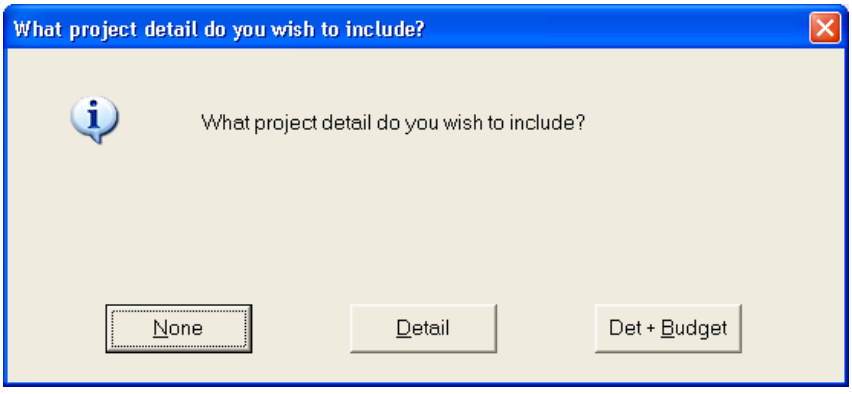
This option allows you to create a new project by copying the information from an existing one. Using this option, the system provides a quick method of setting up projects that are very similar. Many projects may be of the same nature and the only variance may be the actual customer involved. The rest of the information relevant to these projects may be exactly the same. By using the ***"Copy Mode"*** option, you are able to quickly create and enter new projects into the file.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for project number, will be copied to a new record. Enter the new project number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

You may choose from three options:

1) **No Detail Copied**
2) **Detail Copied**
3) **Detail Copied with Budgets**



The project detail is one of the most important features to be found within the **Job Cost Main Module**. By utilizing this feature, a project may be conveniently set up and tracked with extensive levels of detailed information, if desired. This option allows you to choose whether to include any project detail at all, copy the detail description lines only, or whether to include both the detail description lines and their respective budget amounts.

Once you have made your selection and <click> on the **"Save"** button the new project will be added to the file.

Results:

coJC1dy.dbf - Project File
- Project Information is Set Up

IMPORT PROJECTS (JC0603)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. These text files may be created by word processors, spreadsheets, databases or many other types of programs. This option is designed to allow you to import Projects directly into the Job Cost module.

When you select the option to ***"Import Accounts"*** from the ***"Set Up and Maintenance"*** section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized.

If the import file is a comma delimited file, the data can be variable length. If the import file is a fixed length ASCII file, it must have a logical record length of **305** bytes. Both types of files must have the following field lengths.

Description	Type	Position	Length
Job #	STRING	1	10
Description	STRING	11	30
Special	STRING	41	20
Customer #	STRING	61	10
Manager #	STRING	71	5
Address 1	STRING	76	25
Address 2	STRING	101	25
City	STRING	126	15
State	STRING	141	2
Zip Code	STRING	143	10
Comment 1	STRING	153	49
Comment 2	STRING	202	49
IM Price	CHAR	251	2
Tax Rate	STRING	253	5
Bill Rate	CHAR	258	2
Project Type	CHAR	260	1
Cost Plus %	FLOAT	261	10
Contract Amt	DOUBLE	271	15
Retainage Pct	FLOAT	286	10
Vendor Ret Amt	FLOAT	296	10

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

1) **Import File Format**
2) **Import File Name**
3) **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII "text" files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no **Carriage Return/Line Feed sequence** necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII "text" files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN "text" files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}

1,"68500","Lodging

Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures.

You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX fileservers.
- They allow the update of the accounting **system files from remote transaction processing sites.**

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted.

The action numbers are listed below.

1 = Add Record to file

2 = Change record in file

3 = Delete record in file

4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO,1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., AP0601.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, N**otepad** under Windows or **"vi"** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: "Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Projects File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT PROJECTS (JC0603.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import Projects and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as JC0603.MAP.**

Explanation of File:

"Job #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 10, (length of field) "STRING", (Type of field) 1, (Starting position of field) 10 (length of field)

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPoffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
"Job #",0,10,"STRING",1,10
"Description",11,30,"STRING",11,30
"Special",42,20,"STRING",41,20
"Customer #",63,10,"STRING",61,10
"Manager #",74,5,"STRING",71,5
"Address 1",100,30,"STRING",76,30
"Address 2",131,30,"STRING",106,30
"Address 3",162,30,"STRING",136,30
"Address 4",193,30,"STRING",166,30
"City",224,15,"STRING",196,15
"State",240,2,"STRING",211,2
"Zip Code",256,10,"STRING",213,10
"Comment 1",283,49,"STRING",223,49
"Comment 2",333,49,"STRING",272,49
"IM Price",383,2,"CHAR",321,2
"Tax Rate",384,10,"STRING",323,10
"Bill Rate",395,2,"CHAR",333,2
"Project Type",396,2,"CHAR",335,2
"Cost Plus %",398,10,"FLOAT",337,10
"Contract Amt",402,16,"DOUBLE",347,16
"Retainage Pct",522,10,"FLOAT",363,10
"Vendor Ret Pct",534,10,"FLOAT",373,10
"LRL",382
```

Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
```

LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY

Page 1

Data Pro Support Document

IMPORT PROJECTS (JC0603.MAP) CUSTOMIZED

NOTE

This import file can be used for fixed length (ASCII) files or comma delimited (.PRN).

If using a comma delimited all "STRINGS" must be preceded and ended with quotes.
Example: "510 Main Street"

```
*"Job #",0,10,"STRING",1,10
*"Description",11,30,"STRING",11,30
"Special",42,20,"STRING",41,20
*"Customer #",63,10,"STRING",61,10
*"Manager #",74,5,"STRING",71,5
"Address 1",100,30,"STRING",76,30
"Address 2",131,30,"STRING",106,30
"Address 3",162,30,"STRING",136,30
"Address 4",193,30,"STRING",166,30
"City",224,15,"STRING",196,15
"State",240,2,"STRING",211,2
"Zip Code",256,10,"STRING",213,10
"Comment 1",283,49,"STRING",223,49
"Comment 2",333,49,"STRING",272,49
"IM Price",383,2,"CHAR",321,2
*"Tax Rate",384,10,"STRING",323,10
"Bill Rate",395,2,"CHAR",333,2
*"Project Type",396,2,"CHAR",335,2
"Cost Plus %",398,10,"FLOAT",337,10
*"Contract Amt",402,16,"DOUBLE",347,16
"Retainage Pct",522,10,"FLOAT",363,10
"Vendor Ret Pct",534,10,"FLOAT",373,10
*"Salesman #",80,5,"STRING",383,5
"O/H Factor",666,12,"FLOAT",388,12
"P/R Factor",670,12,"FLOAT",400,12
"LRL",411
```

* Required fields for importing records

NOTE

Ensure salesman and sales tax codes are set up prior to importing files.

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

Page 2

Field Descriptions:

"ACTION" TYPES

1 = ADD A RECORD

2 = CHANGE

3 = DELETE

4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

"PROJECT" TYPES

1 = DIRECT BILLING

2 = COST PLUS

3 = PERCENTAGE COMPLETE

4 = COMPLETE CONTRACT

5 = BANK DRAW

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a Tax Rate the line would look as follows: *"33701 Tax Rate",384,10,"STRING",-1,5 (5 being the length of the Tax code number).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

Data Pro Support Document

If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import twice. Use an Action #4 for both imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

```
*"Job #",0,10,"STRING",1,10
*"Description",11,30,"STRING",11,30
*"Customer #",63,10,"STRING",41,10
*"Manager #",74,5,"STRING",51,5
"Address 1",100,30,"STRING",56,30
"Address 2",131,30,"STRING",86,30
"Address 3",162,30,"STRING",116,30
"Address 4",193,30,"STRING",146,30
"City",224,15,"STRING",176,15
"State",240,2,"STRING",191,2
"LRL",192
```

* Required fields for importing records

Second Import:

```
*"Job #",0,10,"STRING",1,10
*"Description",11,30,"STRING",11,30
"Special",42,20,"STRING",41,20
"IM Price",383,2,"CHAR",61,2
*"Tax Rate",384,10,"STRING",63,10
"Bill Rate",395,2,"CHAR",73,2
*"Project Type",396,2,"CHAR",75,2
"Cost Plus %",398,10,"FLOAT",77,10
*"Contract Amt",402,16,"DOUBLE",87,16
"Retainage Pct",522,10,"FLOAT",103,10
"Vendor Ret Pct",534,10,"FLOAT",113,10
*"Salesman #",80,5,"STRING",123,5
"O/H Factor",666,12,"FLOAT",128,12
"P/R Factor",670,12,"FLOAT",140,12
"LRL",151
```

* Required fields for importing records

Use a text editor or notepad to adjust the JC0603.map file for the first import. After import complete, copy the JC0603.map to JC0603.old. Change the JC0603.map to the 2nd format to import the balance of the information.

Page 4

RENAME JC PROJECT NUMBER (JC0450)

This section discusses the way to rename existing Project Numbers. This not only renames the Job Cost Master file, but all transactions, setup files and reference fields associated with this project. **All users MUST be out of the program before executing this option.** This option renames one year at a time. To update subsequent years, just change the system date to the required year and rerun the rename option.

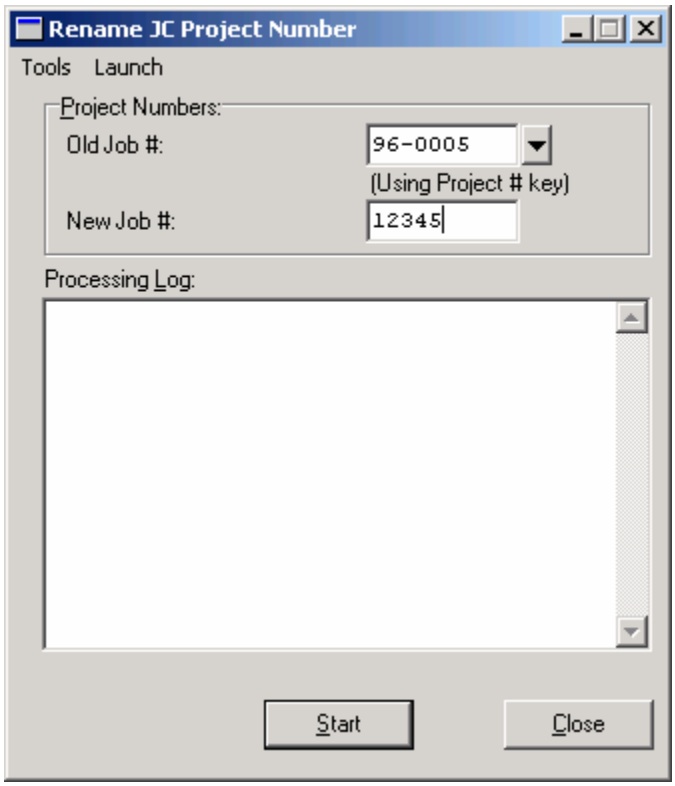
NOTE

Although this option will perform a series of **"record locks"** as necessary as it goes through all of the integrated files as it **"renames"** all of the appropriate transactions, records, and notes attached to the master records, this function is not designed to be run by multiple users at one time. More importantly, before you proceed to use this option, make sure that all other accounting users are logged out of the entire accounting system before you proceed. Otherwise, users may receive **"record locked"** error messages during the processing of this function or during their normal transaction processing. If they do not read the screen and follow proper instructions, incomplete updates may occur and invalidate your intended efforts and jeopardize new accounting transactions.

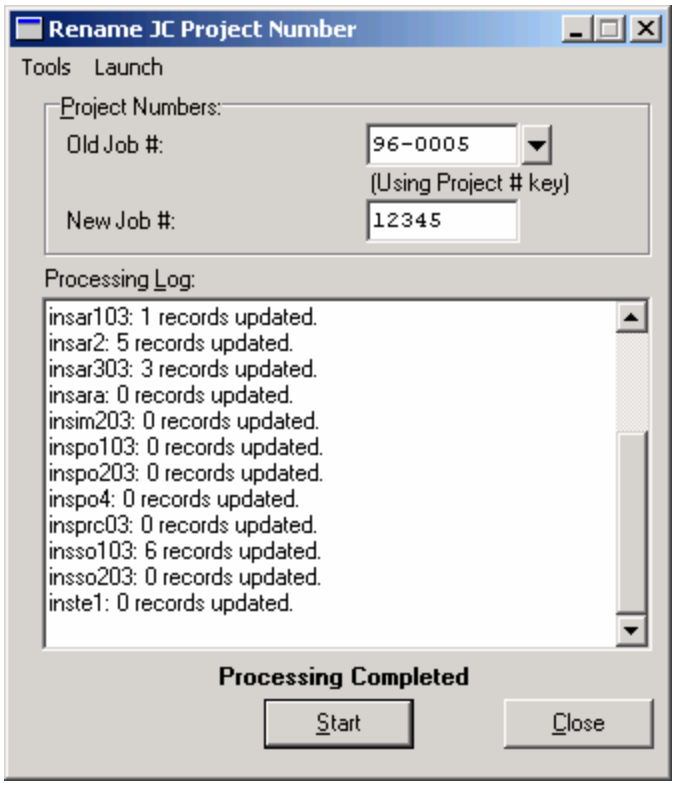
ALWAYS MAKE SURE TO HAVE A COMPLETE DATA BACKUP PRIOR TO RUNNING THIS OPTION!

NOTE

You MUST perform the Rename function for each fiscal year you want the rename to be applied.



Once you enter the old Project Number and the new Project Number, the system will print out all files and number of records affected by this change.



The following files will be updated with the new information:

File Name	Field Modified
ACCOUNTS PAYABLE	
AP02 (xxx.AP2.dbf) Accounts Payable Open Item File	PROJ
AP03 (xxx.AP3dy.dbf) Accounts Payable Transaction File	PROJ
AP07 (xxxAP7.dbf) Account Payable Recurring Expense File	JOB
AP10 (xxxAPA.dbf) Accounts Payable Detail Batch Files	JOBNUM
ACCOUNTS RECEIVABLE	
AR01 (xxxAR1dy.dbf) Accounts Receivable Customer File	PROJECT
AR02 (xxxAR2.dbf) Accounts Receivable Open Item File	PROJ
AR03 (xxxAR3dy.dbf) Accounts Receivable Transaction File	PROJ

File Name	Field Modified
AR10 (xxxARA.dbf) Accounts Receivable Cycle Invoice File	JOBNUM
INVENTORY	
IM02 (xxxIM2dy.dbf) Inventory Transaction File	REF
JOB COST	
JC01 (xxxJC1dy.dbf) Job Cost Project File	NUM
JC02 (xxxJC2dy.dbf) Job Cost Project Detail File	PROJNUM
JC03 (xxxJC3dy.dbf) Job Cost Transaction File	PROJNUM
PURCHASE ORDER	
PO01 (xxxPO1dy.dbf) Purchase Order File	PROJ
PO02 (xxxPO2dy.dbf) Purchase Order Detail File	PROJ
PO04 ***(xxxPO4.dbf)*** Purchase Order Batch File	JOBNUM
PAYROLL	
PR12 (xxxPRCcy.dbf) Payroll Transaction Detail File	DEPT
SALES ORDER	
SO01 (xxxSO1dy.dbf) Sales Order File	PROJ
SO02 (xxxSO2dy.dbf) Sales Order Detail File	PROJ
TIME SHEET ENTRY	
TE01 (xxxTE1.dbf) Time Sheet Entry File	DEPT

SET UP COST & BILLING CODES

This section discusses the ways to add, change, delete and copy cost and billing codes. It also discusses how to print the Cost and Billing Code Listing which is used to verify all information input into the files. The numbering sequence of the cost and billing codes is user-definable, but should be well planned to insure easy retrieval and reporting. **Chapter 1** of this manual describes how to organize your cost and billing codes most efficiently.

You may add **"notes"** to any cost or billing code that may be viewed on the screen for additional information or planning. This may be done when adding a new code, changing an existing code or copying a code.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add"***. A screen will appear with the current date and time. You will be prompted for a description of fifty **(50)** character, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the Note Pad Button. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Code (JC0404)

The **"Inquiry"** mode allows you to view summary information about your cost and billing codes. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

Add Mode (JC0405)

This option allows you to set up new cost or billing codes. These codes may be used to classify and summarize all cost and/or billing information that is entered into each project. The cost code **"label"** and code number components definition that has been assigned in the Master Configuration will be the description and format used throughout the cost code set up options.

In other words, if you have specified to the system to **"label"** cost codes as ***"Project or Engagement Codes,"*** that is what will appear at this point on the screen. If the Master Configuration also has specified that the component breakdown should be in three levels, that is how all cost codes will be prompted throughout the system *(e.g., Phase, Sub-Phase, Cost Code)*.

If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."***

The following is an explanation of each of these data items:

Cost/Bill Code Description	This is a thirty **(30)** character description of the cost and billing code which will be displayed on all reports and screens.
Type	This defines the type of the cost and billing code. This type is used by the system to determine whether it is: **Cost Only** **Billing Only** **Cost & Billing Code** **Reimbursable** This allows you to determine how a specific project code should be used in the system and helps avoid incorrect postings to those codes. <Click> on the drop down box, which will allow you to view the different types on the screen and choose the applicable type.

Classification	This data item is available on **"cost only"** cost codes. This determines the type of cost code you are setting up. The system allows an extra dimension of reporting flexibility that transcends across different phases. This allows you to group common types of costs together for reporting purposes even if they are not grouped together numerically. For instance, all labor categories may be printed together to determine the total amount of labor on a project, whether it would be for Concrete Labor, Electrical Labor, etc.
Accounts Receivable Sales Code	This is the **Sales Code** used for integration with the Accounts Receivable program. Each Sales Code has its own **Revenue**, **Cost of Sales**, and **Asset Accounts** which are used for General Ledger integration, if Accounts Receivable is utilized to do the billing.
GL Sales Account	This account is used for General Ledger integration, if Accounts Receivable is **NOT** utilized.
Work-In-Process Account	This account is used for General Ledger integration, if Accounts Receivable is **NOT** utilized. It is also used during the recording of costs and transfer of costs from one cost code to another.
Cost of Sales Account	This account is used for General Ledger integration, if Accounts Receivable is **NOT** utilized.
GL Charges Account	This account is used as the offset to **Work-In-Process** during the recording of costs. Normally, this account would be either the **Accounts Payable**, **Cash in Bank**, or **Inventory Asset** account.
Cost Unit of Measure	This data item is available on **"cost only"** or **"cost & billing"** codes. This defines the Unit of Measure when using this project code for tracking cost. When you track your costs by both Quantities and Dollars, you may set this data item up.
Unit Cost	This data item is available on **"cost only"** or **"cost & billing"** codes. This is a default that may be set up at this point so that whenever this cost code is used, the unit amount of cost entered here will be automatically brought up. This may, however, be overridden at the time of entering transactions to a project.
Billing Unit of Measure	This data item is available on **"billing only"** or **"cost & billing"** codes. This defines the Unit of Measure when using this project code for billing purposes. When you track your billings by both Quantities and Dollars, you may set this data item up.
Billing Rate Number	This data item is available on **"billing only"** or **"cost & billing"** codes. This defines the default billing rate number to use when using the billing code on a project. The billing rates are established in the Master Configuration. This may be overridden at the point of entering transactions.
Billing Rate	This is the rate to use when charging this billing code to a particular project. If the billing rate number is **1**, you will be allowed to enter the default billing rate for this cost code. Otherwise, the default billing rate will be the rate set up in the Master Configuration for this billing rate number.

<Click> on the **"Save"** button to validate your entries and you may add the next cost or billing code.

Results:

coJC4.dbf - Cost Code File
- All Cost & Billing Code Master Information is Set Up

Change Mode (JC0406)

This option allows you to change information on an existing cost *(or billing)* code. If you have made any mistakes during this set up process, you may return to the *"Change Mode"* to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coJC4.dbf - Cost Code File
- Cost Code Information is Updated

Delete Mode (JC0407)

This option allows you to delete an existing cost *(or billing)* code. Do **NOT** delete a code that has activity in any current project. This will distort your cost or billing figures. This option allows you to delete project codes that may have been entered by mistake, or you no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a project code is deleted, there is no way to retrieve it again.

Results:

coJC4.dbf - Cost Code File
- Cost Code Information is marked for Deletion

Copy Mode (JC0408)

This option allows you to create a new cost *(or billing)* code by copying the information from an existing one. This option is very useful when setting up similar codes for different phases or classifications, or renumbering codes. Using this option, the system provides a quick method of setting up project codes that are very similar. Many companies will, for instance, use several phases in their projects. Though the cost or billing code may otherwise be the same, the difference is in the phase number. Using this option, the cost or billing code may be set up once and then copied to each phase.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for cost or billing code, will be copied to a new record. Enter the new cost/billing code for this record. At this point you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coJC4.dbf - Cost Code File
- All Project Code Information is Set Up

IMPORT COST/BILLING CODES (JC0604)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. These text files may be created by word processors, spreadsheets, databases or many other types of programs. This option is designed to allow you to import **Cost/Billing Codes** directly into the Job Cost Main Module.

When you select the option to ***"Import Cost/Billing Codes,"*** a new screen will appear. You may print the file format by <clicking> on the **"Print"** button under Map File. This will print out the format in which this option is looking for information to be organized in.

If the import file is a comma delimited file, the data can be variable length. If the import file is a fixed length ASCII file, it must have a logical record length of **173** bytes. Both types of files must have the following field lengths.

Description	Type	Position	Length
Cost Code #	STRING	1	10
Description	STRING	11	30
Type	CHAR	41	1
Cost Class	CHAR	42	2
Cost U/M	STRING	44	4
Default Cost	DOUBLE	48	15
Billing U/M	STRING	63	4
Bill Rate #	CHAR	67	2
Default Bill Rate	DOUBLE	69	15
AR Sales Code	STRING	84	10
GL Sales Acct	STRING	94	20
GL COS Acct	STRING	114	20
GL WIP Acct	STRING	134	20
GL Asset Acct	STRING	154	20

If it is not in this format, then you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"TEXT"** file information into the **Infinity POWER** programs.

This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc. These **"TEXT"** files may be created by a wide range of sources which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

Press **ENTER** to continue to execute this option. You will then have a screen overlay the current screen and prompt you for three **(3)** data items.

1) **Import File Type**
2) **Import File Name**
3) **Print Audit Trail (Y/N)**

Data item #1 **"Import File Type"** is prompting you to enter the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described on the following pages.

Fixed Length ASCII Files

Fixed Length ASCII "TEXT" files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example, an Inventory Physical Count import text file *(Part Number and Quantity)* should look like this:

100 A 1111 A1 100.00
100 B 1122 A2 250.00
100 C 2211 A3 75.00

Variable Length ASCII Files

Variable Length ASCII "TEXT" files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example, an Inventory Physical Count import could look like this:

100 B 1122 A2 250.00 {CR}{LF}
100 C 2211 A3 75.00 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN "TEXT" files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, an Inventory Physical Count import should look like this:

"100 A 1111 A1",100.00{CR}{LF}
"100 B 1122 A2",250.00{CR}{LF}
"100 C 2211 A3",75.00{CR}{LF}

Select the type of file you will be using and you will then be prompted to enter the name of the file to be imported. You may use any name consistent with all **DOS** or **UNIX** naming structures. Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you enter **(Y)**es to this prompt. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted to enter **(Y)**es or **(N)**o to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, press **"ENTER to Validate"** and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process, based upon your answer. The screen will reflect the number of customers that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will prompt you to press **ENTER** to return to the menu. You may run this option as many times as you desire. It simply acts as a normal transaction update option like all other options within this section of the program.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER** programs. You may, however, print the file layout for this option directly to your printer or screen by pressing the **F10** key once you have selected this option.

File Import Modules Overview

Please refer to the **Import Projects (JC0603)**, **File Import Modules Overview** section of this chapter for details on file import options.

Sample Import Cost/Billing Codes File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT COST/BILLING CODES (JC0604.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import Cost/Billing Codes and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as JC0604.MAP.**

Explanation of File:

```
"Cost Code #", (field name found in data dictionary) 0, (DPOffset (This is an
internal offset and cannot be changed) 10, (length of field) "STRING", (Type
of field) 1, (Starting position of field) 10 (length of field)
```

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPoffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
*"Cost Code #",0,10,"STRING",1,10
*"Description",11,30,"STRING",11,30
*"Type",42,2,"CHAR",41,2
*"Cost Class",43,2,"CHAR",43,2
"Cost U/M",45,4,"STRING",45,4
"Default Cost",50,16,"DOUBLE",49,16
"Billing U/M",58,4,"STRING",65,4
"Bill Rate #",63,2,"CHAR",69,2
"Default Bill Rate",64,16,"DOUBLE",71,16
*"AR Sales Code",72,10,"STRING",87,10
*"GL Sales Acct",83,20,"STRING",97,20
*"GL COS Acct",104,20,"STRING",117,20
*"GL WIP Acct",125,20,"STRING",137,20
*"GL Asset Acct",146,20,"STRING",157,20
"LRL",176
```

* Required fields for importing records

Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
```

LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY

Page 1

Data Pro Support Document

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

Types:

1 = Cost Only
2 = Billing Only
3 = Cost and Billing
4 = Reimbursables

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a WIP GL Account the line would look as follows: "11450 GL WIP Acct",125,20,"STRING",-1,5 (5 being the length of the General Ledger number)

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

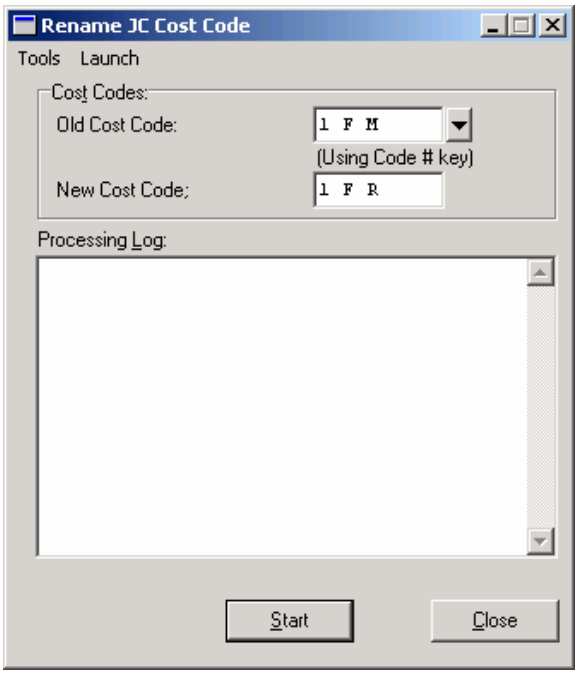
Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import

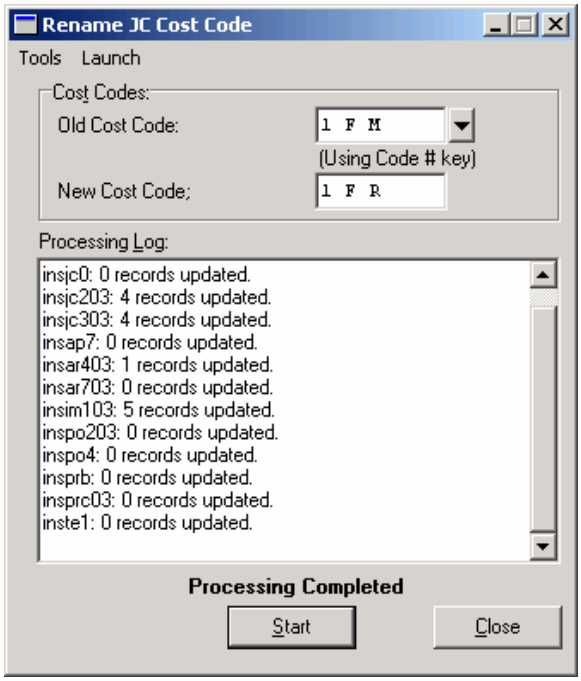
Page 2

RENAME COST/BILLING CODE (JC0451)

This section discusses the way to rename existing Cost/Billing Codes. This not only renames the Cost Code Master file, but all transactions, setup files and reference fields associated with this project. **All users MUST be out of the program before executing this option.** This option renames one year at a time. To update subsequent years, just change the system date to the required year.



Once you enter the old Cost/Billing Code and the new Cost/Billing Code, the system will print out all files and number of records affected by this change.



The following files will be updated with the new information:

File Name	Field Modified
ACCOUNTS PAYABLE	
AP07 ***(xxxAP7.dbf)*** Account Payable Recurring Expense File	JCCODE
ACCOUNTS RECEIVABLE	
AR04 ***(xxxAR4dy.dbf)*** Accounts Receivable Detail Transaction File	COSTCODE
AR07 ***(xxxAR7dy.dbf)*** Accounts Sales Code File	COSTCODE
INVENTORY	
IM01 ***(xxxIM1dy.dbf)*** Inventory File	JCCODE
JOB COST	
JC00 ***(xxxJC0.dbf)*** Job Cost Configuration File	OHCODE
JC02 ***(xxxJC2dy.dbf)*** Job Cost Project Detail File	CODENUM
JC03 ***(xxxJC3dy.dbf)*** Job Cost Transaction File	CODENUM
JC04 ***(xxxJC4.dbf)*** Job Cost Cost Code File	CODENUM
PURCHASE ORDER	
PO02 ***(xxxPO2dy.dbf)*** Purchase Order Detail File	COSTCODE
PO04 ***(xxxPO4.dbf)*** Purchase Order Batch File	COSTCODE
PAYROLL	
PR12 ***(xxxPRCcy.dbf)*** Payroll Detail Transaction File	JOBCODE
TIME SHEET ENTRY	
TE01 ***(xxxTE1.dbf)*** Time Sheet Entry File	CODE

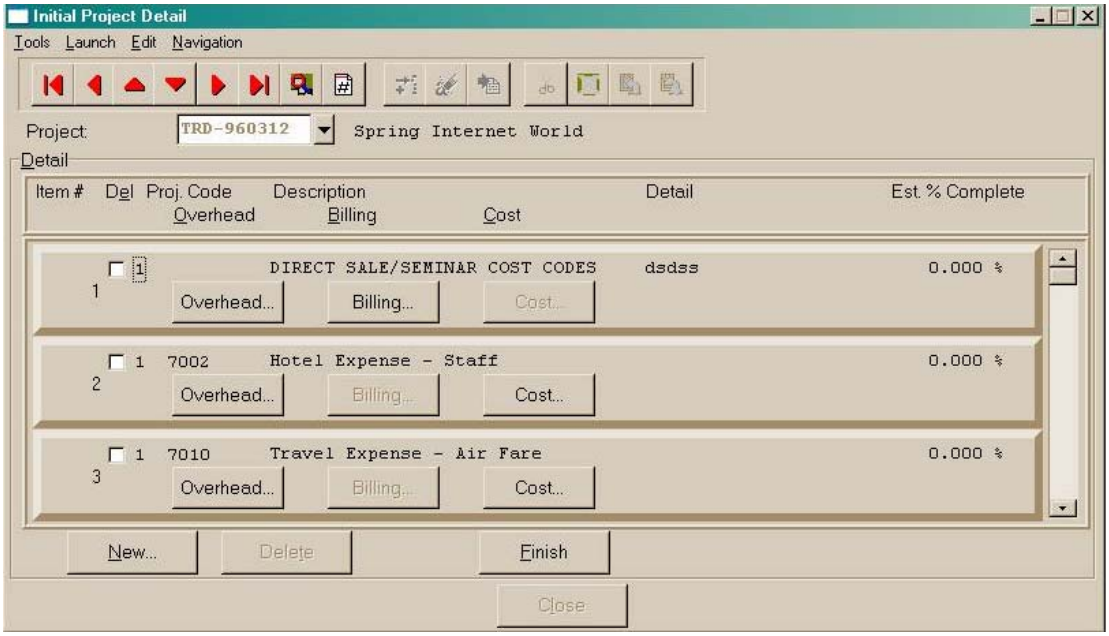
INITIAL PROJECT DETAIL (JC0503)

This option is used to initially set up balances for Projects that are already in progress before the conversion to this program. Once the information is set up, all future information should be entered through the *"Enter Transactions"* menu options. Upon the completion of the following steps, it is highly recommended that a full printout and audit be made to insure the accuracy and reliability of information input into the system.

Initial Project Detail

To enter Initial Project Detail, the program will ask you for the project that you wish to enter detail for.

Enter the project number or press the **F2** key to search for the project of your choice. The screen will redisplay and allow you to enter the new project detail.


Initial Project Detail
Tools Launch Edit Navigation
Project: TRD-960312 Spring Internet World
Detail
Item # Del Proj. Code Description Detail Est. % Complete
Overhead Billing Cost
1 DIRECT SALE/SEMINAR COST CODES dsdss 0.000 %
Overhead... Billing... Cost...
2 7002 Hotel Expense - Staff 0.000 %
Overhead... Billing... Cost...
3 7010 Travel Expense - Air Fare 0.000 %
Overhead... Billing... Cost...
New... Delete Finish
Close

<Click> the desired line number and then <click> the "**New"** button.

To scroll through the file to make your selection, simply press the **F2** key and a scrolling screen will appear for you to make your selection. The second data item allows you to enter the detail description for this particular code.

This would typically be an employee's name or a description of a material being used on the project. This data item will only be asked if you have turned **"on"** the option *"Sort Description"* in the Job Cost Master Configuration.

<Click> on the **"Save"** button to validate and the original screen will appear with buttons for **"Cost," "Billing,"** and **"Overhead"** information that will allow you to enter the **"Net Amounts"** for each cost and billing code. Keep in mind that this option is for setting up initial detail for projects already in progress. The amounts entered here should be totals for each cost and billing code. If you want to post consecutive transactions to a project, you should instead use the options under *"Enter Transactions"* This option is only for entering the beginning balances.

The following is an explanation of each of the data items for the **"Cost"** information:

Cost	This is the unit cost of the cost code you are setting up. This amount will be used when calculating total costs by multiplying quantities times this unit cost.
Current	This data item allows you to enter the total quantities ***(if you have this feature turned on)*** and costs for the current period for this particular cost code. The quantity entered here will be multiplied by the amount entered in Cost Field above to calculate the cost amount.
Balance Forward	This field is for tracking quantities and amounts for costs that have been incurred on the project, but have deliberately been carried forward in Work-In-Process.
P.T.D. (Project-To-Date)	This field is for tracking quantities and amounts for costs during the entire project. Regardless of whether a project has been carried over several years, this data item will track the total quantities and cost amounts for this cost code during the entire duration of the project.
Budget	This field is where you would enter any initial budgets for this particular cost code. The amounts entered here will be used in all budget variance reports throughout the system. Once a project is set up, any changes should be implemented through the menu option ***"Set Up Project Budgets"*** under the ***"Transactions"*** menu option.

Once you have completed the above entries, you may continue to the next part of this input screen. The next section allows you to enter the specific quantities and amounts for this cost code by each month of the fiscal year.

All amounts entered here will be used in calculating the Year-to-Date total for this cost code. Once you have entered all of the necessary cost information, <click> on the **"Save Detail"** button to validate the detail information you have entered. Then <click> on the **"Save"** button to validate all of the information for this cost code. The system will then re-display the original screen to allow you to set up the billing information, unless this code is configured as **"Cost Only."**

Billing

The following is an explanation of each of the data items for the **"Billing"** information:

Rate #	This is the billing rate that will be used when calculating the billing amounts for this billing code. If the rate is 1, you will be allowed to enter the default billing rate for this code. Otherwise, the rate set up in the Master Configuration will be used.
Rate	This is the unit billing rate of the billing code you are setting up. This amount will be used when calculating the total billing by multiplying quantities times the billing rate. If the Rate # in the previous field is "1," you will be allowed to enter the billing rate for this billing code. Otherwise, the rate will default to the billing rate set up in the Master Configuration.
Current	This data item allows you to enter the total suggested quantities ***(if you have this feature turned on)*** and billing amounts for the current period for this particular

	billing code. The quantity entered here will be multiplied by the amount entered in the Rate Amount field above to calculate the suggested billing amount.
P.T.D. (Project-To-Date)	This field is for tracking actual quantities and amounts of billings during the entire project. Regardless of whether a project has been carried over several years, this data item will track the total quantities and billing amounts for this billing code during the entire duration of the project.
Budget	This item is where you would enter any initial budgets for this particular billing code. The amounts entered here will be used in the calculation of suggested billing amounts on certain types of projects and on all billing variance reports throughout the system. Once a project is set up, any changes should be implemented through the menu option ***"Set Up Project Budgets"*** under the ***"Transactions"*** menu option. Once you have completed the data entry of the above items, you may continue to the next part of this scrolling screen.

Detail

The next section allows you to enter the specific quantities and amounts for this billing code for each month of the current fiscal year. All amounts entered here will be used in calculating the Year-to-Date total for this billing code. Once you have entered all of the necessary information, <click> on the **"Save"** button to validate the detail information you have entered. Then <click> on the **"Save"** button to validate all of the information for this billing code. You will then be ready to set up the next cost or billing code.

Overhead

The following is an explanation of each of the data items for the **"Overhead"** information:

The option allows you to input the Estimated Percent Complete for this particular cost or billing code. This is an optional field, which is used on several budget comparison reports.

When all additions to the project detail have been completed, <click> on the **"Finish"** button to validate your changes for this project.

Review/Change Project Detail

Once this screen is displayed you will have the tool bar navigation options to select from. You may choose the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"OK."**

When you choose to select a specific record in the file, by <clicking> on the binocular button, you may search for that record by account number or description. <Click> on either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on "**Save."**

A review screen will then appear allowing you to select a specific cost or billing code for evaluation. There are three buttons that allow change to a project detail line, which are described below.

Overhead	<Clicking> on this button will cause the system to display a new screen and move the cursor immediately to the **Estimated Percent Complete** field so that you may input a new estimate percentage or change an existing one.
Billing	<Clicking> on this button will cause the system to display a new screen. If this was either a **Billing Only** or **Cost and Billing Code**, then the system will overlay a new screen in which you are able to modify any billing information that you had previously set up in the **"Enter New Project Detail"** menu option.

Cost	<Clicking> on this button will cause the system to display a new screen. If this was either a **Cost Only** or **Cost and Billing Code**, then the system will overlay a new screen in which you be able to modify any cost information that you had previously set up in the **"Enter New Project Detail"** menu option.

Once you have made any changes necessary, <click> on the **"Finish"** button to validate your changes and you will then be prompted to select the next project that you would like to review or change.

Delete Project Detail

Once this screen is displayed you will have the tool bar navigation options to select from. You may choose the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"OK."**

When you choose to select a specific record in the file, by <clicking> on the binocular button, you may search for that record by account number or description. <Click> on either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"Save."**

A review screen will then appear allowing you to select a specific cost or billing code for deletion. The cost or billing code number, description, detail description and **Estimated Percent Complete** will be displayed across the right of the screen. A checkbox for **Delete Detail** will appear on the left.

Simply <click> on the checkbox to specify which Detail Line you wish to delete. Once you have selected all of the cost or billing codes you want deleted, <click> on the **"Delete"** button to remove these lines.

<Click> on the **"Finish"** button to validate your deletions.

Results:

coJC2dy.dbf Project Detail File
- Add, Change, and Delete Project Detail

Remove Deleted Project Detail (JC0415)

This option allows you to remove all detailed cost and billing information for a project which has been deleted. This is a file maintenance option which should be executed normally once a month.

This option performs a **"housekeeping"** task of freeing up disk space which is no longer needed. Although the completed Projects are removed from the Project files, you still have complete transaction detail maintained in your Project Detail files. If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your project detail file.

If your Job Cost data files are **1MB**, you may need as much as **1.2MB** in additional free space before proceeding with this option. When you select this option, you may <click> on the **"Start"** button to begin the process or the **"Close"** button to exit. Once begun, all completed project detail records will be removed from the Project Detail file. After the process is complete you may <click> on the **"Close"** button.

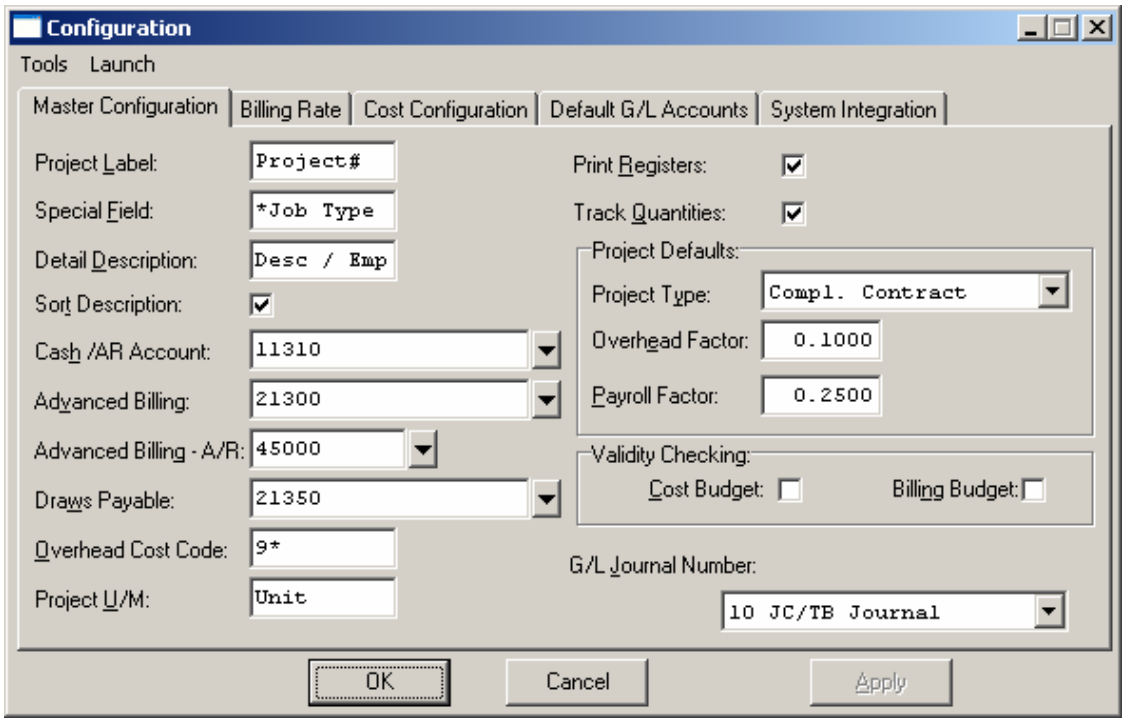
Results:

coJC2dy.dbf - Project Detail File
- Deleted Project Detail Records Removed

JOB COST CONFIGURATION (JC0410)

This option allows you to set up the Master Configuration, report grouping types, job types, and integration with other systems.

A default configuration is already built into your Job Cost module. However, you may prefer to change this configuration to meet your company's specific requirements. If you decide to assume the default values, please review them carefully before you begin processing.



After selecting this option, a screen will appear displaying the following five tabs:

- **Master Configuration**
- **Billing Rate**
- **Cost Configuration**
- **Default G/L Accounts**
- **System Integration**

As you proceed to select each option, enter all required changes or <click> on the **"OK"** button to validate and assume the default values. The default values include account numbers, which are coordinated to the default company. If you wish to use your own internal account numbers, these must be changed to match the account numbers you will be using.

Master Configuration

The Master Configuration screen will display the data items necessary for configuring your Job Cost defaults.

Project Label	**Default: Project** This is the description you may use to describe the type of projects your particular business calls "Jobs." Since various types of industries utilize different terminology, you may specify the terminology that best fits your business. Examples may include Job, Project, Engagement, Job/Project, etc.
Special Field	**Default: *U-Define** This field is the heading of a special description field that may be used in the Project File. This is a user-definable field that may be used to search and sort by throughout the system. This may be most useful if you need to set up your Jobs to be easily retrieved by a special key such as the owner of the job, scheduled completion date, etc.
Detail Description	**Default: EMP/SUB** This is a twenty (20) character *(alpha/numeric)* field that may be used at the time of recording cost codes. This field is considered the lowest of all levels of detail and may be used to attach an employee's name or the description of a material to a cost code. This allows you to maintain very specific detail on a cost code while not having to make accommodations for that description as part of the actual cost code. This description may be printed out at the time of printing various billing, costing, or budget reports underneath each cost code description. A good example of how this may work is in considering a cost code such as Roofing Materials. Let's assume that you assign Roofing Materials, "Cost Code #1006." If at the time you are setting up budgets for $5000 of 1/2" sheets of plywood, you could use the description to appear under the Cost Code #1006 "Roofing Materials." In addition, you may in fact have several types of lumber that would be grouped under **"Roofing Materials."** Using this detail, however, you have the ability to see specifically what items comprise the amounts in Roofing Materials. This is not a required feature of this system. It is only to be used if you want to see this level of detail. The next question allows you to specify if this type of detail is to be maintained by the system. If you don't <click> on the checkbox, the prompt for this field will be turned off throughout the rest of the program so that you will not encounter it any further. The field will appear on screens, but it will be by-passed during data entry. The system will also maintain these detail type descriptions for you once you have set up each cost code. Therefore, it will not be necessary to type in each employee's name or inventory item number when entering budgets or transactions. The system will display a window that will allow you to simply scroll up or down to select the specific detail description you desire.
Sort Description	**Default: On** This checkbox specifies to the system whether or not you want to be able to enter detailed descriptions by cost code, as described in the previous data item.
Cash Account	**Default: 06100** This account number is used to update the General Ledger, if you are interactive with that module. The default account number assumes that you are using the default Chart of Accounts. This account is used as the debit for all sales or billing amounts that are posted to the system.

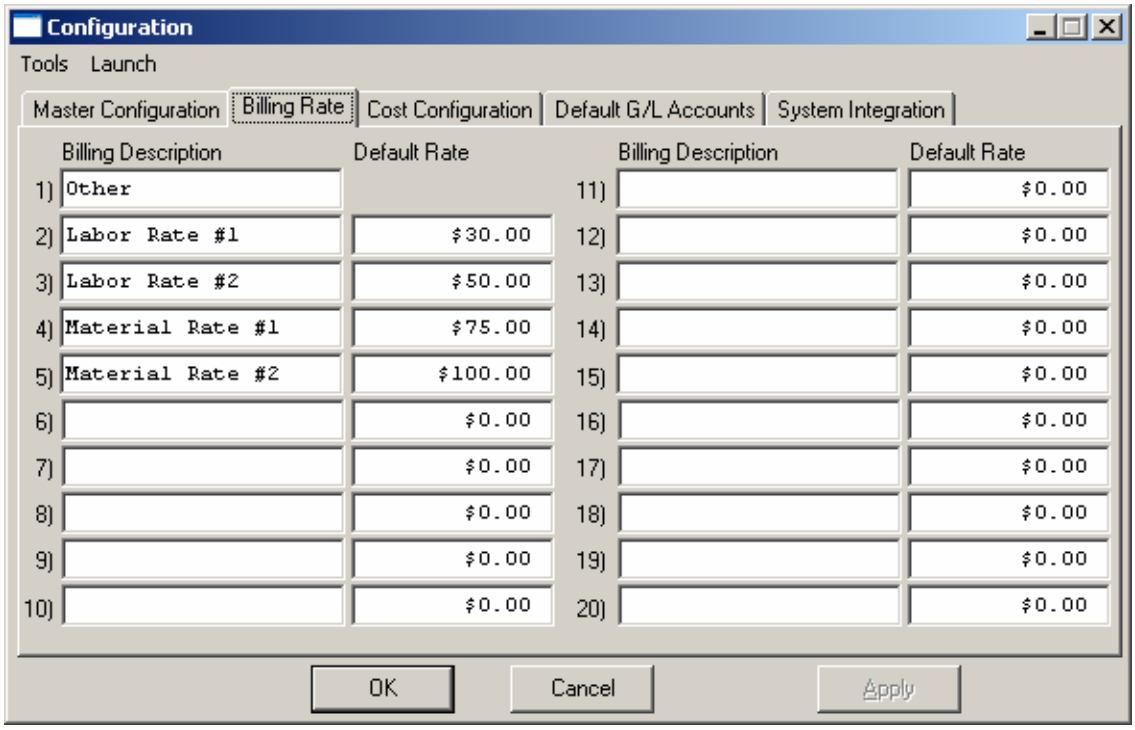
	The Accounts Receivable module will print a report displaying the journal entry that would be posted to the General Ledger, even if you are not interactive with the General Ledger. It is recommended that if you are not interactive with the General Ledger, you enter the account number from your manual General Ledger so that the journal entry report may be posted to your manual books without confusion.
Advanced Billing	**Default: 32100** This account number is used to update the General Ledger, if you are interactive with that module. The default account number assumes that you are using the default Chart of Accounts. This account is used as the credit for all sales or billing amounts that are posted to the system using the option ***"Update Billing Information"*** for Completed Contract type projects. When the option ***"Complete a Project"*** is executed, the amount in this account will be reversed and posted to the sales or revenue account. It is recommended that if you are not interactive with the General Ledger, you enter the account number from your manual General Ledger so that the journal entry report may be posted to your manual books without confusion.
AR Code	**Default: None** This Accounts Receivable sales code is used to perform the billing in Accounts Receivable for completed contract type projects.
Draws Payable	**Default: 32100** This account number is used to update the General Ledger, if you are interactive with that module. The default account number assumes that you are using the default Chart of Accounts. This account is used as the credit for all liability amounts that are posted to the system using the option ***"Update Billing Information"*** for Bank Draw type projects. When the option ***"Complete a Project"*** is executed, the entire contract amount will be posted to the sales or revenue account and you should make an entry to your General Ledger to reverse any entries that have been made to this account when you re-pay the draw. It is recommended that if you are not interactive with the General Ledger, you enter the account number from your manual General Ledger so that the journal entry report may be posted to your manual books without confusion.
Overhead Cost Code	**Default: 9*** This option asks you to specify the default cost code used for **Overhead Allocations**. This is a code that would be set up in your **Cost and Billing Code** file and used to track the amount of overhead allocations posted for a particular project. This assumes that you are using the overhead allocation feature in the system. If not, simply leave this field blank. However, if you specify a factor amount in the data item ***"Overhead Factor,"*** than you should set up a default code here.
Project U/M	**Default: Square Ft.** This data item contains a ten (10) character description of the overall project unit of measure. This unit of measure will be displayed on the Set Up Projects screen, Project Inquiry screen, and the Cost Classification Summary report. This allows you to then see the calculated cost per square foot, quantity per acre, etc.
Print Registers?	**Default: On** This option allows you to specify whether an audit trail should be printed by the system at the time that you are entering costing information into the system. The default to this option set to have the checkbox "on," however, it may be turned off at any time.

Track Quantities	**Default: On** This question will configure the system to track quantities on each cost code as well as dollars. If you are only interested in total dollars by cost code or job, then leave this checkbox blank. If you <click> "on" this checkbox, the system will also allow you to set up budgets based on quantities as well as dollar amounts so that you may track overruns not only based on dollars, but quantities as well. In addition, cost and billing information will be tracked by quantities as well.
Project Type	**Default: 3 - Percent Complete** This option allows you to specify the default project type. This is the type that you would normally use the most during your course of business. Multiple types are supported and may be specified by project. Your choices are: Direct Billing Cost Plus Percent Complete Completed Contract Bank Draw
Direct Billing	This project type assumes that you are going to invoice a customer based on the direct hours or quantities of materials used on a specific project. This project type allows you to simply record costs as they occur and then bill directly for the charges at the billing rate that you have established for each code on this project. Use of this project type requires the tracking of quantities. This is a typical billing method for projects such as service calls or other hourly types of projects.
Cost Plus	This project type is designed to keep track of your actual costs on a project and then mark up the cost based on the percentage that you specify for the project. This would be typical if you are handling a project on a “Cost plus 15%” basis. Regardless of what the costs are, you will be paid for the costs of the project plus a 15% markup for your efforts. The system will print the detail for you to submit with the percentages calculated automatically.
Percent Complete	This project type tracks the percentage a project is complete so that you may receive payment on that project's completion schedule. These amounts will automatically be calculated for you and figured into your suggested billing amounts based on Percent Complete calculated from cost incurred *(or posted to the project)*. You also have the flexibility to manually override the percent complete on a project to reflect it's actual state even though all costs currently posted to the project may reflect a different percentage of completion.
Completed Contract	This project type works in the exact same manner as the Percent Complete project type except that all revenues and cost of goods sold are capitalized until the completion of the contract. Upon the final billing, all capitalized costs and progress billings will be recognized as revenue and cost of sales for financial reporting. All other Job Cost reports print the same as if you were using the Percent Complete project type. The only difference is in the way the General Ledger update is handled.
Bank Draw	This project type is used for securing funds from banks based on the level of completion and on cost of the project. This method allows you to print an *“Application For Draw”* report for your bank during the construction process. At the completion of the project, when the final sale occurs, revenue and cost of sales will be recognized based on the actual sales price and costs incurred.

Overhead Factor	**Default: 0** This is the factor amount that is to be calculated on all costs on a project. This is to allow for items such as rent expense and other general administration costs that otherwise could not be directly billed to a project.
Payroll Factor	**Default: .17** This is the factor amount that is to be calculated on all payroll costs on a project to allow for actual payroll expenses such as Employer's Portion of FICA, Insurance, etc. to be automatically posted to the project from the Payroll system.
Cost Budget	**Default: Off** This option specifies to the system that a budget must be set up for each cost code that you want to post charges to on a specific job. This allows you to maintain a single set of cost codes for all projects while only specifying the exact codes that you want to use for a particular project. This is a excellent way to insure that no data entry errors are made when posting costs to a project.
Billing Budget	**Default: Off** This option specifies to the system that billing can only be performed against a specific billing code if a budget has been set up. This allows you to maintain a single set of billing codes for all projects while only specifying the exact codes that you want to use for a specific project.
GL Journal Number	**Default: 10** This number corresponds with the General Ledger default journal number in the General Ledger module for Job Cost transactions. All Job Cost transactions will be posted to this journal. Once you have entered all of the information for this screen, you may <click> on the **"OK"** button to validate your changes.

Billing Rate Configuration

The Billing Rate Configuration screen allows you to set up the default billing rates to be used within the system. There are twenty **(20)** billing rates that may be set up. These rates normally correspond to the hourly rate charged for a task within **Direct Billing** project types. For example, you may have a different billing rate for a Master Carpenter than you would for an Apprentice.

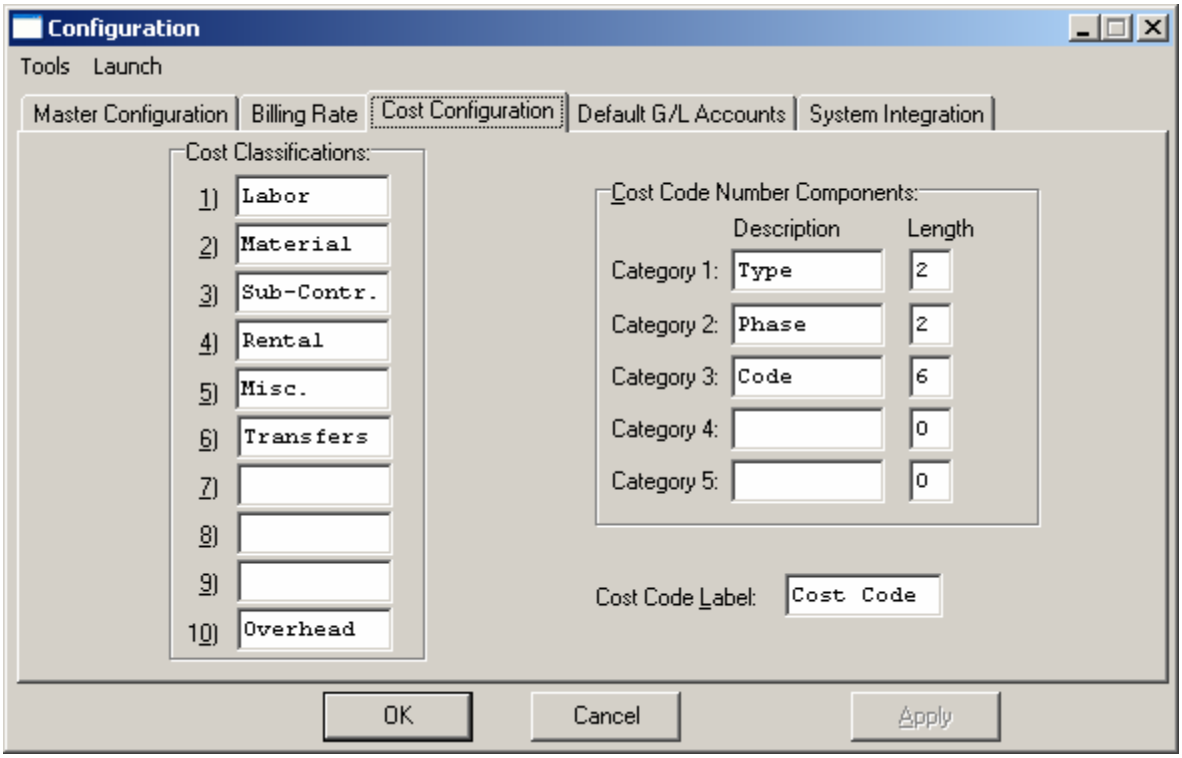


Therefore, you may specify by billing code which billing rate should be used in calculating the suggested billing information for a **Direct Billing** project. **Billing Rate #1** is reserved for miscellaneous billings which cannot be predefined. Every time you select this billing rate, you will be asked for the dollar amount of the rate. Billing Rates **#2 - #20** are used for standard billing rates.

The system also allows you to specify the description of each rate so that you may either be non-specific *(Billing Rate 1, Billing Rate 2, etc.)* or very specific *(Master Carpenter, Apprentice Carpenter, etc.)*. Once you have entered all of the information for this screen, you may <click> on the **"OK"** button to validate your changes.

Cost Configuration

The Cost Configuration screen allows for the user defined setup of Cost Classifications, Cost Code Number Components, and the Cost Code **"label."**

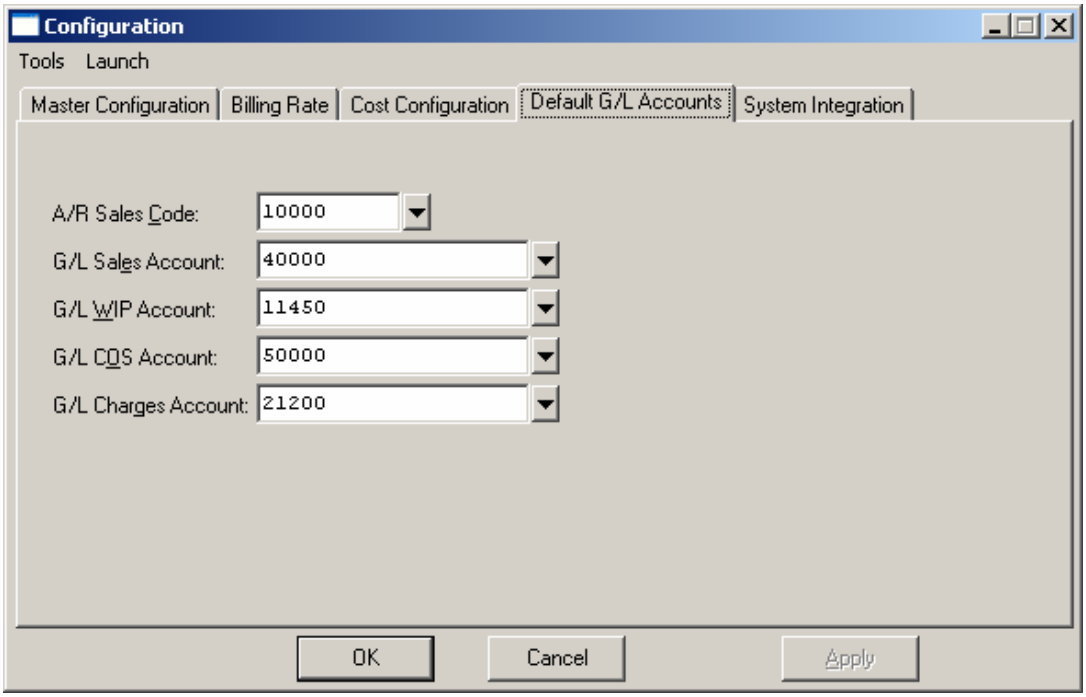


Cost Code Number Components	**Default: Phase, Sub Phase, Code** The Cost Configuration screen allows you to define ten (10) Cost Classifications which provide you with an alternate method of reporting costs on a project. For instance, you may have a separate phase set up for Concrete, Framing, Roofing, Electrical, etc., and within each phase you have a breakdown for Labor, Materials, Sub-Contract, and Rentals. By assigning a common cost classification to each of these specific breakdowns within a phase, you would be able to summarize specific reports by these cost classifications. This would allow you to see your total Labor costs on the project regardless of the type of Labor involved. This is not necessary for the basic set up of the system, however, utilizing this feature will provide you with an extra dimension of reporting.
Cost Code Number Components	**Default: Phase, Sub Phase, Code** These data items allow you to configure the Cost Code Number Components. This gives you the ability to define what each breakdown of the cost or billing codes represents as well as the character length of each component. This is probably the single most important set up item in the whole Job Cost system. Considerable managerial time should be spent to determine the exact coding structure that you want to use for your company. This will determine how information is entered into the system as well as how you may retrieve it

	later through your reports. The total length available is ten (10) characters *(alpha/ numeric)* and each component may be of any size, with a total of up to five (5) breakdowns, as long as the total of all five breakdowns does not exceed the ten character limit. This configuration must be set up prior to any attempt to add any cost and billing codes. After you define these components, the system will prompt you for each component separately when you are making a cost or billing code selection.
Cost Code "Label"	**Default: Proj. Code** Data Item #16 allows you to specify the Cost Code **"Label"** or what you want to call your cost codes. In some firms, cost codes may be referred to as Job Codes, Project Codes, Engagement Codes, Account Number, or simply Cost Codes. Whatever terminology you wish to have the system ask may be defined in this data field. Once you have entered all of the information for this screen, you may <click> on the **"OK"** button to validate your changes.

Default G/L Accounts

The Default General Ledger Accounts Configuration screen allows you to define the default General Ledger accounts for each cost and billing code that you will set up. These General Ledger Accounts are simply offered as a convenience to you by allowing you to predefine the default accounts that will automatically be used when adding new cost or billing codes. You may override these default accounts during the set up of the cost and billing codes, if necessary.



The default accounts that you may set up are:

Account Receivable Sales Code	This is the Sales Code used for integration with the Accounts Receivable program. Each Sales Code has its own Revenue, Cost of Sales, and Asset Accounts, which are used for General Ledger integration, if Accounts Receivable is utilized to do the billing.

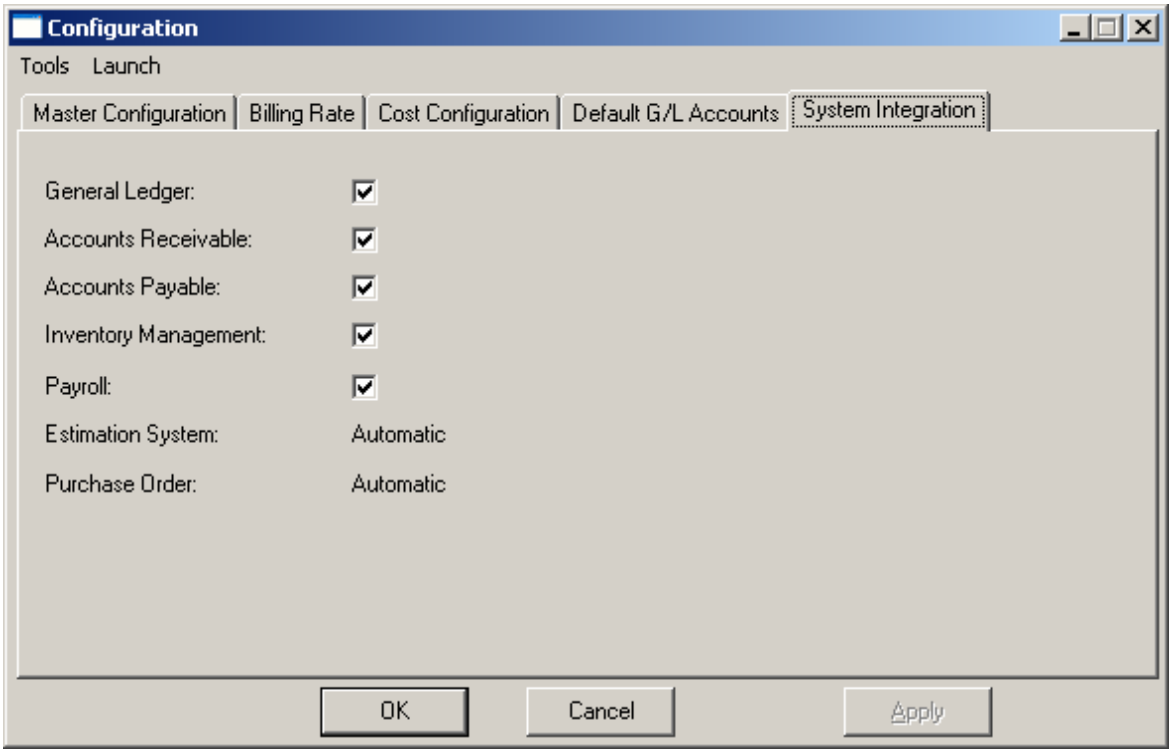
GL Sales Account	This account is used for General Ledger integration if Accounts Receivable is not utilized.
Work-In-Process Account	This account is used for General Ledger integration if Accounts Receivable is not utilized. It is also used during the recording of costs and transfer of costs from one cost code to another.
Cost of Sales Account	This account is used for General Ledger integration if Accounts Receivable is not utilized.
GL Charges Account	This account is used as the offset to Work-In-Process during the recording of costs. Normally, this account would be either the Accounts Payable, Cash in Bank, or Inventory Asset account. This account is only used if you record costs from the Job Cost Transaction Menu.

Once you have entered all of the information for this screen, you may <click> on the **"OK"** button to validate your changes.

System Integration

The default values for integration with other modules are as follows:

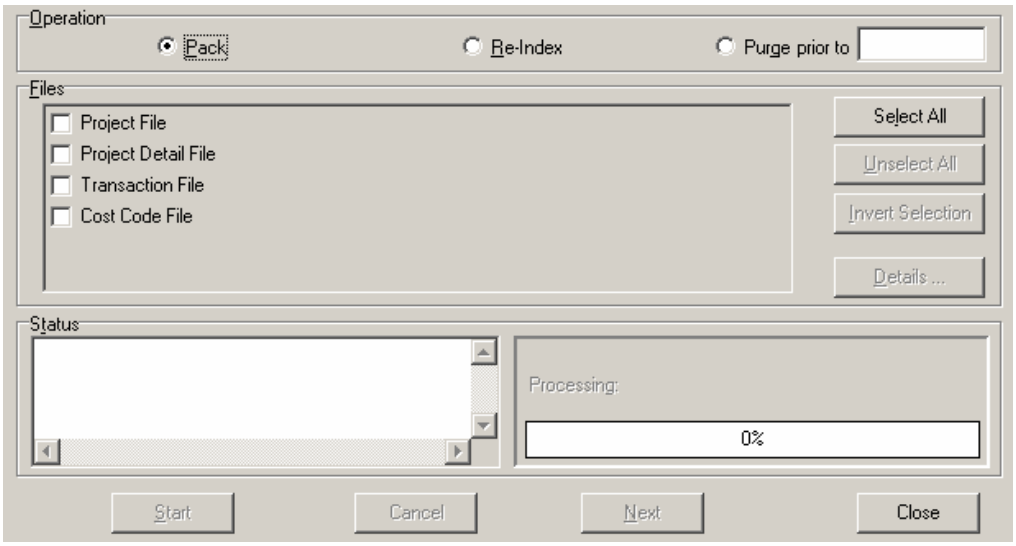
General Ledger: Off
Accounts Payable: Off
Accounts Receivable: Off
Inventory Management: Off
Payroll: Off
Estimation System: Automatic
Purchase Order: Automatic



If you have any of these other modules that you would like to interact with, simply <click> on the checkbox to turn on this interactivity. Once you have entered all of the information for this screen, you may <click> on the **"OK"** button to validate your changes.

MAINTAIN DATA FILES (JC0412)

This option includes both **"Pack"** and **"Re-Index"** utilities to manage your Job Cost files after a hardware or media failure. This procedure will also physically remove records that have been marked for deletion.



You should **NOT** rely on this option to replace backups. Your backup procedures should include daily backups and weekly offsite backups.

WARNING

The **"Purge Prior To"** option is very dangerous since it could remove **ALL** detail transactions for the job cost on both open and closed jobs. This was used in older versions of **Infinity POWER** when there were file limitations. Always ensure you have a current backup of your data in the event this feature is accidentally used.

There are several situations in which this option need be accessed.

- **Power *(hardware)* failure.**
- **Media Errors *(bad disk)***
- **Remove records marked for deletion**

Before you execute the **Pack** option, check the file size of your Job Cost files. The system will sort each of the current **"out of index"** files into new **"indexed"** files before deleting the old ones.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only reorganize undamaged data within your files. Therefore, you should carefully audit all information after you execute this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- **Project File**
- **Project Detail File**
- **Transaction File**
- **Cost Code File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Un-select All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition. There is also a button called **"Details"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage. You are then given the options to **"Pack"** or **"Re-Index"** the selected data file(s). **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a **"Pack"** procedure.

The "**Purge Prior To"** option on this screen purges **ALL** transactions as of the date entered. This feature should not be used.

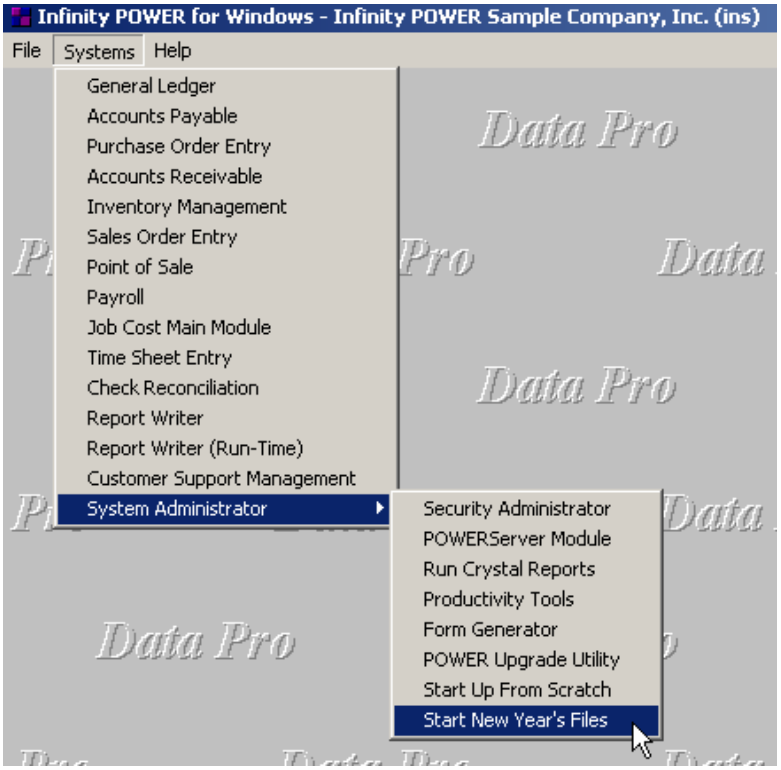
START NEW YEARS FILES (JC0414)

This option starts up your Job Cost files for the new fiscal year. Before executing this option, you should make multiple copies of the old year's files for archival purposes.

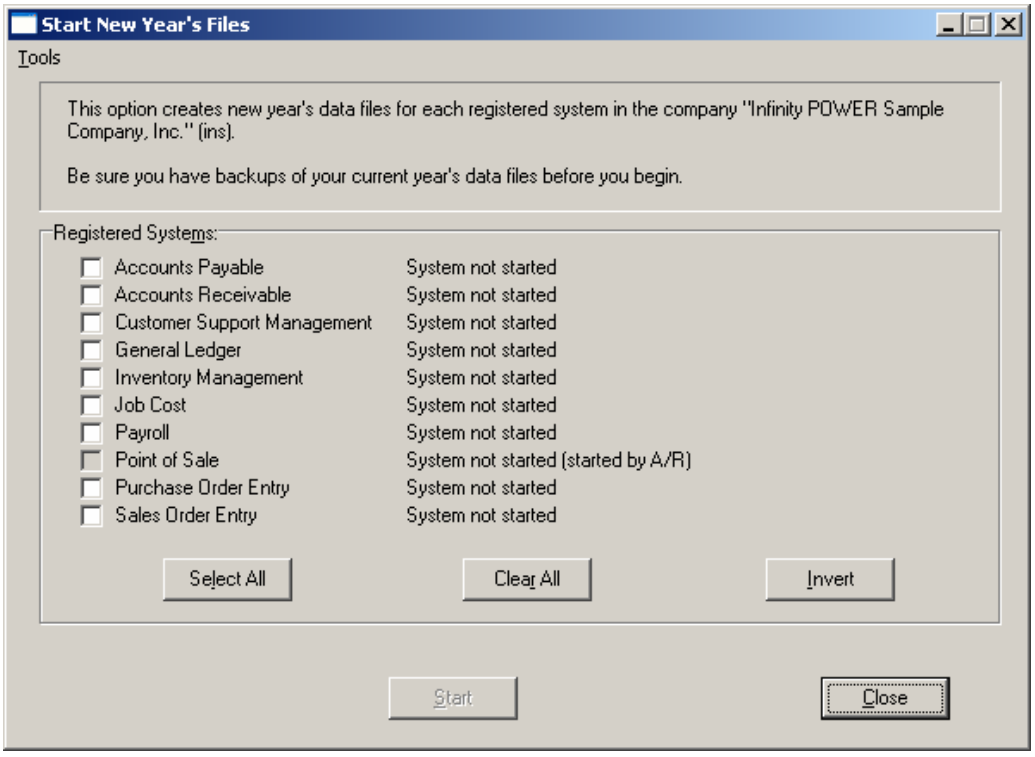
When you start the files for a new fiscal year, the system copies the current year's project files to the new fiscal year. However, all year to date and current period information is zeroed out in the new year's files. If you want the current period cost and billing information brought into the new year , you should select the *"Bring Balances Forward"* option after you have changed the system date to the new year.

After you create the files for the new year, you may process in both years simultaneously. However, if you add any new detail descriptions in the previous year, you will have to add it to the new year's file as well. After you are ready to close the previous year, you should select the ***"Bring Balances Forward"*** option to update the new year's beginning account balances.

To select this option, you will go to **"Systems"** from the Menu Bar and select **"System Administrator."** The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. ***You must also be in the last fiscal period (month) of the year before you can execute this option***.


Start New Year's Files
Tools
This option creates new year's data files for each registered system in the company "Infinity POWER Sample Company, Inc." (ins).
Be sure you have backups of your current year's data files before you begin.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Customer Support Management System not started
General Ledger System not started
Inventory Management System not started
Job Cost System not started
Payroll System not started
Point of Sale System not started (started by A/R)
Purchase Order Entry System not started
Sales Order Entry System not started
Select All
Clear All
Invert
Start
Close

If you are in any period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to **"Start New Year's Files."** Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the **"Select All"** button which will highlight all Registered Systems. Or, you may choose the **"Clear All"** button to undo your choices. The **"Invert"** button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

Job Cost, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to **"Bring Balances Forward"** into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year's Files for and <click> on the **"Start"** button. The program will create the new year's data files. The system will show a message next to each module stating **"System already started."** The bottom of the screen will show **"Processing Completed."**

<Click> on the **"Close"** button to return to the Menu Bar.

Results:

coJC1dy.dbf - Project File
- New Year's File Created

coJC2dy.dbf - Project Detail File
- New Year's File Created

coJC3dy.dbf - Transaction File
- New Year's File Created *(optional)*

BRING BALANCES FORWARD (JC0413)

This option brings balances forward from the old fiscal year into the current fiscal year. This includes the previous year's current period cost and billing information. You may execute this option as often as you wish.

You should execute this option if you have made changes to the prior year's Job Cost files after this year's files have already been created. The only data that is affected by executing this option is the beginning year's balances for each cost and billing code, the project historical information, and the current period cost and billing amounts.

The following explains each update that occurs:

- The **Project-To-Date** beginning balances in the new year are updated from the Project-To-Date ending balances in the previous year.
- If the previous year has amounts in the current period cost, billing or balance forward fields, these amounts are brought forward into the current year and added to their respective cost or billing codes.
- All current period costs, billings and/or balance forward amounts in the previous year are zeroed out.

Make certain before executing this option that the current system date is set to the new year and that both year's data files are located on the current data path.

Example:

Suppose you have already started processing in the new year and you need to record a cost for last year.

1) Press F3 and change the system date to the date of last year you need to process in.

2) Post any necessary transactions.

3) Press F3 again and return to the current year's system date.

4) Execute the *"Bring Balances Forward"* option.

5) All accounting information is now current in the new year.

Results:

coJC1dy.dbf - Project File (in the current year)
- Beginning year balances are updated from prior year.

coJC2dy.dbf - Project Detail File (in the current year)
- Beginning year balances and current period amounts are updated from prior year.

coJC2dy.dbf - Project Detail File (in the prior year)
- Current period amounts are zeroed out after being updated to the current year.

SET UP CUSTOMERS

This section discusses the ways to add, change, import, delete, and copy customers. It also discusses how to print the Customer Listing, which is used to verify all information input into the Customer File. You may add **"notes"** to any Customer Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time. You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters, each which may be used for your free-form notes.

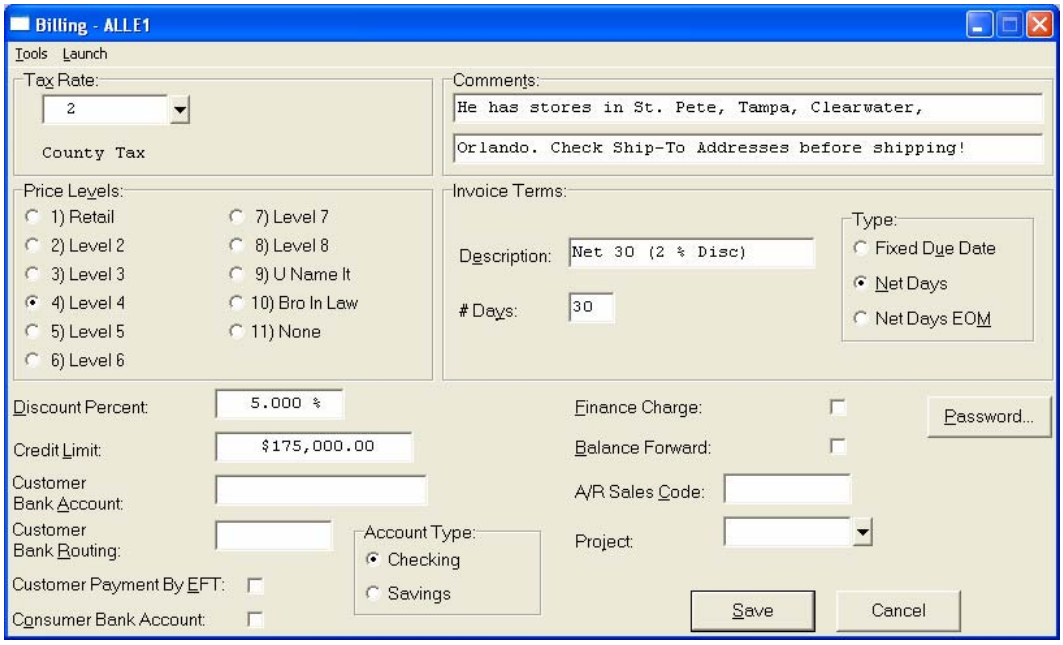
Once notes are added to the file, they can be reviewed at any time by accessing the customer through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this customer.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. If you are running Windows GUI, <clicking> on the **"User Fields"** button will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

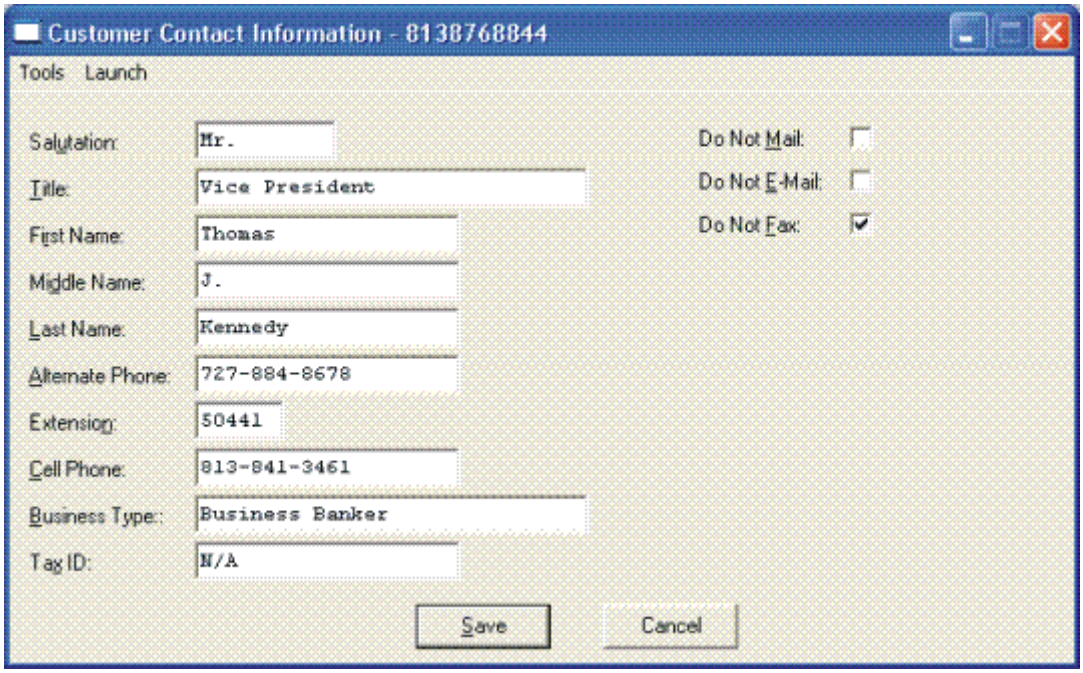
Inquiry Mode (AR0400)

The **"Inquiry"** mode allows you to view summary information about your customers. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

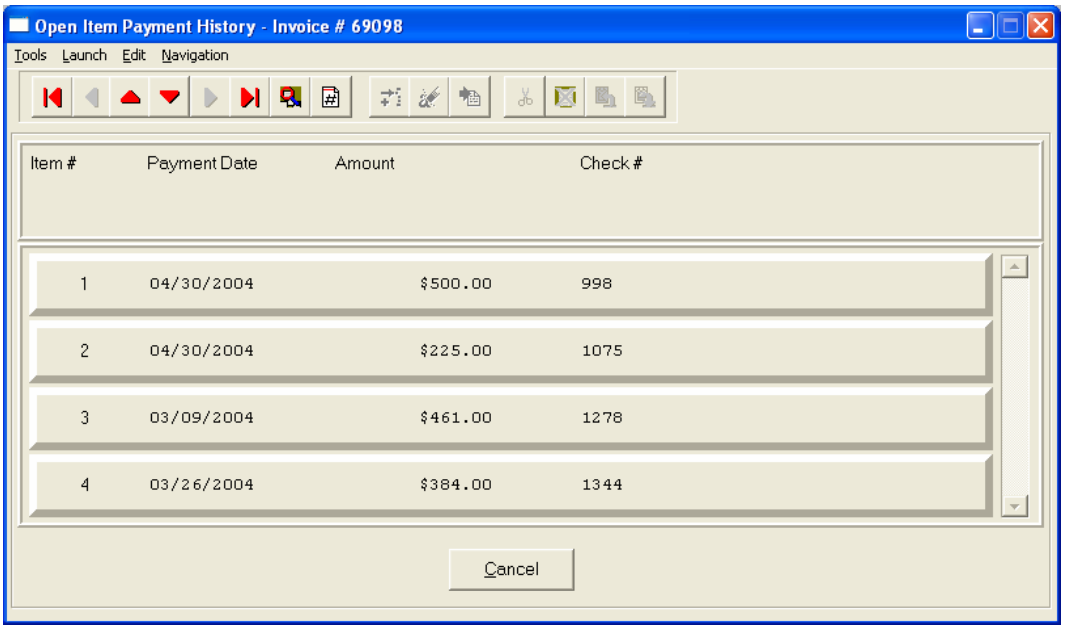
Once the customer has appeared on the screen, you may <click> on the following keys to view important information. <Click> on the **"Billing"** button to review the billing information.



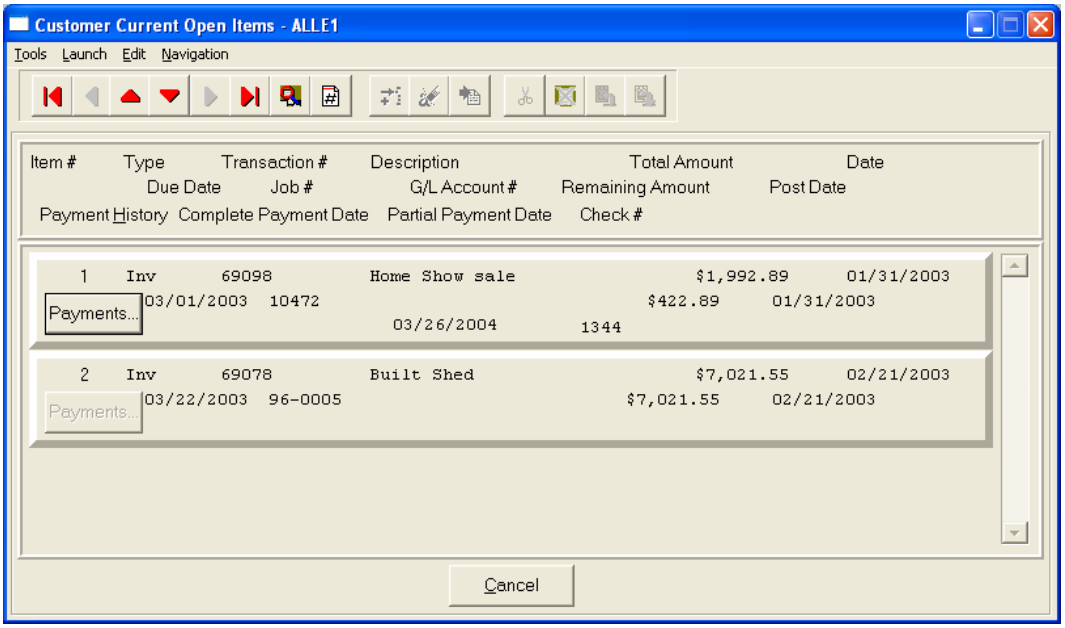
<Click> on the **"Contact Info"** button to review the optional Contact Management fields available for this record as shown on the following screen. All of these fields are **"free form"** text fields and may be used in any fashion desired. Primarily, these fields are used with Data Pro's advanced **DP/DashBoard** ***(Enterprise Management System)*** for special **Customer Relationship Management (CRM)** capabilities. The fields such as **"Do Not Mail," "Do Not E-Mail,"** and **"Do Not Fax"** are used for Custom Report Writer features which highlight the ability to set flags on a specific contact record and whether to include each record when using the **Infinity POWER Report Writer** as an advanced data extraction tool for mailing, e-mailing and faxing.



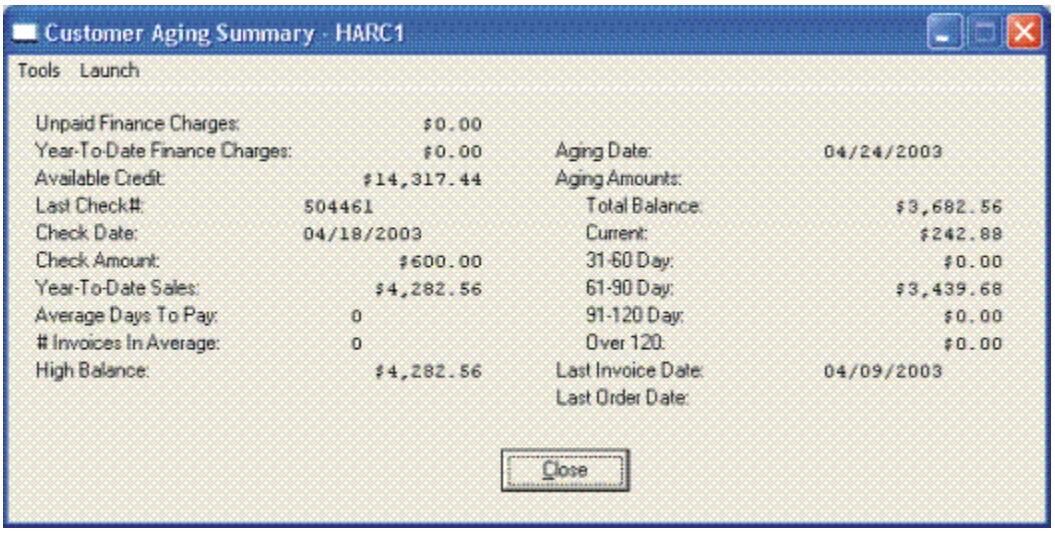
<Click> on the **"Open Items"** button to review all current open items and multiple payments made on a specific invoice as shown below.


Open Item Payment History - Invoice # 69098
Tools Launch Edit Navigation
Item # Payment Date Amount Check #
1 04/30/2004 $500.00 998
2 04/30/2004 $225.00 1075
3 03/09/2004 $461.00 1278
4 03/26/2004 $384.00 1344
Cancel

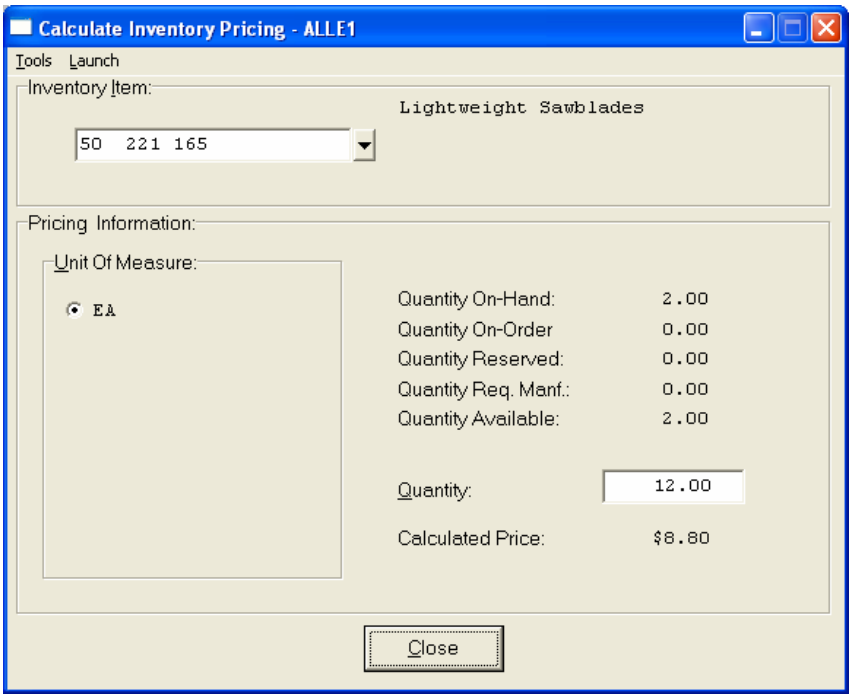
This will only occur if the **"Payment"** button is highlighted due to the fact that one or more payments have been applied to a specific invoice as shown below.


Customer Current Open Items - ALLE1
Tools Launch Edit Navigation
Item # Type Transaction # Description Total Amount Date
Due Date Job # G/L Account # Remaining Amount Post Date
Payment History Complete Payment Date Partial Payment Date Check #
1 Inv 69098 Home Show sale $1,992.89 01/31/2003
Payments... 03/01/2003 10472 $422.89 01/31/2003
03/26/2004 1344
2 Inv 69078 Built Shed $7,021.55 02/21/2003
Payments... 03/22/2003 96-0005 $7,021.55 02/21/2003
Cancel

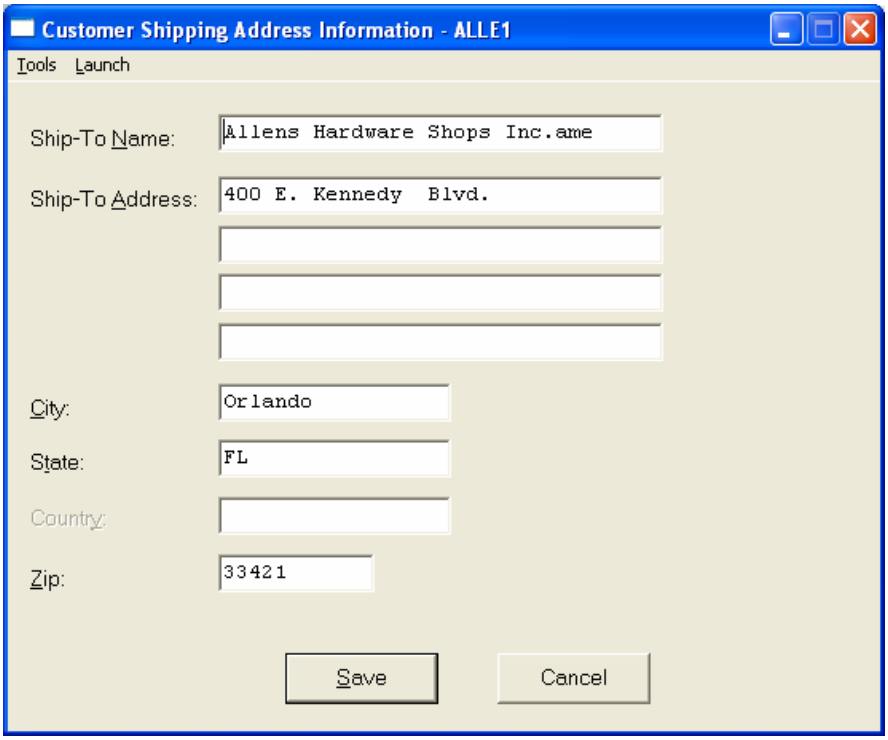
<Click> on the **"Aging"** button to review the current aging summary, Year-to-Date sales amount, last check date, last check number and amount and highest credit balance.



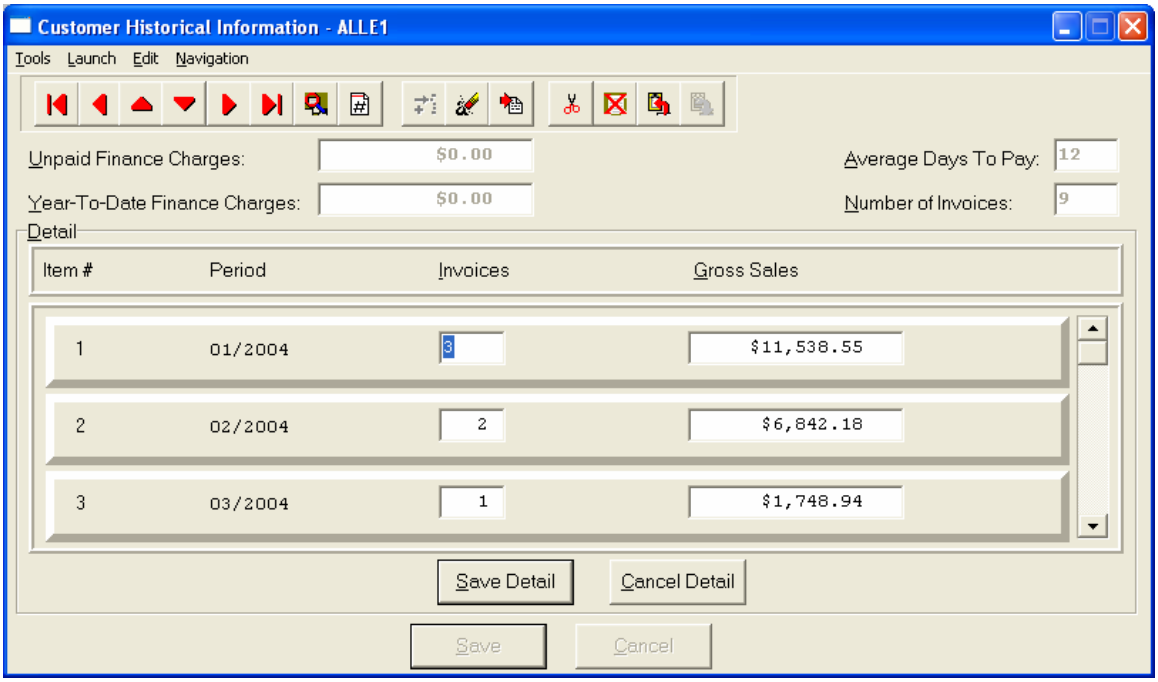
<Click> on the **"Pricing"** button to display an additional inquiry screen that will allow you to choose an inventory item and a specific quantity to give you exact pricing on that item for that customer. It also checks the quantity available, on-order, and reserved for that item.



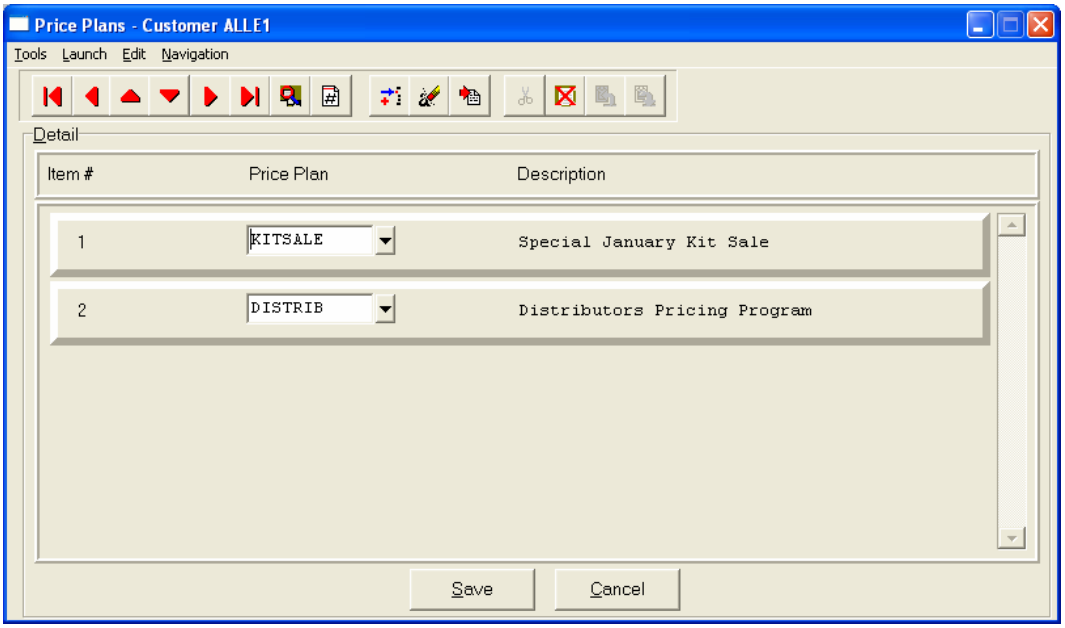
<Click> on the **"Shipping"** button to review the customer's Ship To information.



<Click> on the **"Historical"** button to review the historical information of invoices and gross sales by month.



<Click> on the **"Price Plans"** button to view the Price Plans that have been assigned to this customer.



When accessing the **"Open Items"** or the **"Historical"** features, the screen will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information ***(either text or a line number)*** and <click> on **"OK."**

Add Mode (AR0401)

This option allows you to set up new customers. You may input all customer specific information with this option except for open items. There is a considerable amount of information kept track of for each customer in your files. Not all information requested must be filled in. Different companies have varying levels of need for this type of information. Utilize only those fields that apply to your specific needs.

If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** The following is an explanation of each of the data items set up on a customer account:

Customer Number	Each customer must be assigned a customer number that may be up to ten **(10)** characters *(alpha/numeric)*. This is the primary number the system uses to track customers by. To best utilize the **F2** search method, it may be recommended that the first three to four letters of a customer's name be used as the first portion of the customer number. This way, if you cannot remember the customer's full number, you may enter a portion of the number and the system will then go to the closest **"match."** You would then be able to use your up or down arrows to highlight their actual number.
Customer Description	This is the company or customer name that will be displayed on all screens, reporting, invoices, and statements. This name may be up to thirty **(30)** characters *(alpha/numeric)*.
Address	This is the full billing address of the customer. There are four lines of thirty **(30)** characters each for the address.
City	This is the city of the customer. There are thirty **(30)** characters allocated for the city.

State	The system will allow fifteen **(15)** characters for the state of this customer.
Country	If you have elected to include ***"Country in Address"*** *(an option during the set up of a Company)* the system will include **"Country,"** as a data field in the address information for this company. The system will allow for fifteen **(15)** characters for the country.
Zip	This is a ten **(10)** character zip code for the customer's address. For example: **Customer Name:** ABC Company, Inc. **Address:** 123 Main Street Suite 1030 Building 123 **City:** Vancouver **State**: Brit. Columbia **Cntry:** Canada **Zip:** V6E 4A2
Region	This is a five **(5)** character *(alpha/numeric)* field for an abbreviation indicating the customer's region. This may be a very useful field because all customer reports may be printed using a region **"mask."**
Salesman	This is the five **(5)** character *(alpha/numeric)* salesman number of the salesman you would like to assign to this customer.
E-Mail	This is a fifty **(50)** character *(alpha/numeric)* field for the E-Mail address name for the company or contact for this customer. This field is for reference purposes only.
Special	This field will be called whatever you have set up as the **"Special Field"** heading in the Master Configuration. This is a twenty **(20)** character field for any special comments or key data that may be searched or sorted on.
Contact	This is a twenty **(20)** character field for the name of the person to contact at this customer. This will be displayed on all screens, and reports. On some invoice forms it will be displayed below the mailing address as the **"ATTN:."**
Phone	This is the twenty **(20)** character field for the customer's phone number. There is enough room for the full phone number, including area code, and all parentheses, spaces, and hyphens.
Fax Number	This is the twenty **(20)** character field for the customer's fax number. There is enough room for the full fax number, including area code, and all parentheses, spaces, and hyphens.

Billing (Button)

This button will allow you to change the billing information for this customer. If you <click> on this button, another window will be displayed which will allow you to change the following information.

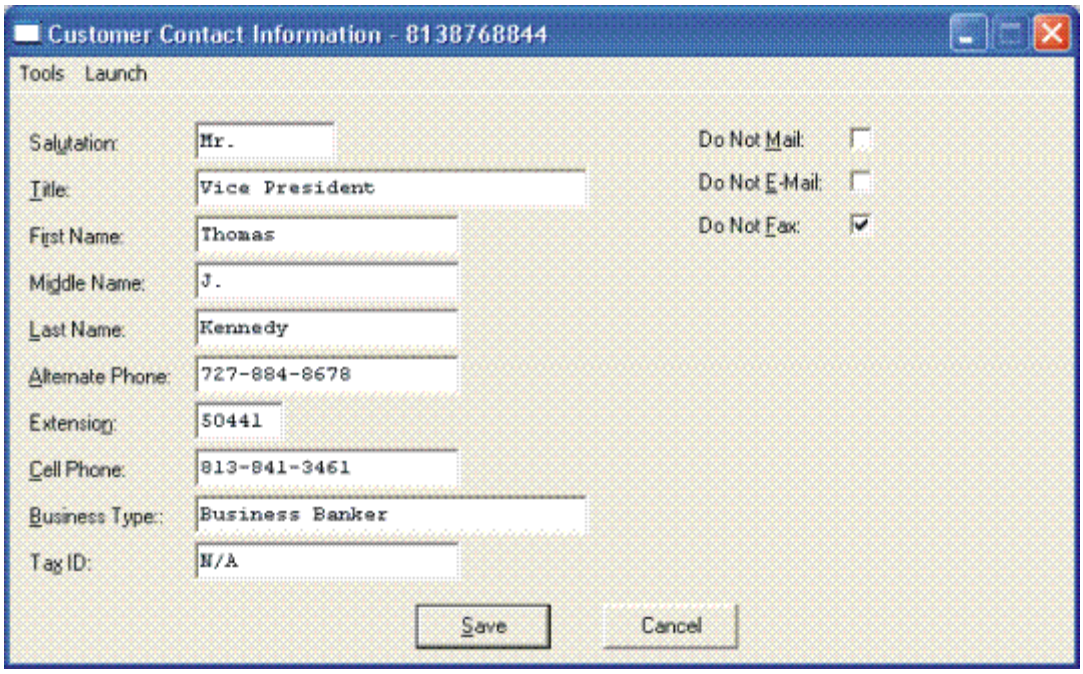
Tax Rate	This is the tax rate number, which may be up to ten **(10)** characters *(alpha/numeric)* that has been set up in the tax rate file that you would like to assign the customer. There must be a tax rate number entered in this field, so any **"exempt"** customers must be assigned a tax rate that has been set up with zero tax percentages.
Price Levels	The price level assigned here will be used when invoicing, if you have configured the system to be interactive with Manufacturing Inventory Management. If you are not interactive with Manufacturing Inventory Management, the Price Level section will not be displayed. If you are interactive with Manufacturing Inventory Management, <click> on the price level from inventory that you want to assign this customer. You may choose **1-10** or **11** for **"no price."** When you are invoicing a customer for an inventory item, the program will automatically calculate the correct unit price based on the inventory item selected, the price level specified, and the quantity break, if applicable.
Discount Percent	This is the default discount percent that this customer may receive on each invoice. This will be a discount taken from the total of all extended prices on each invoice. This discount percent may be overridden at the time the invoice is being entered. If you have already set up a customer to use a specific price level in inventory that has already calculated a discount for that particular item, adding a discount here will not replace, but add to the total discount. You may also place a **"negative discount"** into this field. This is for those customers who base their pricing to their customers on a **"cost plus"** basis. In other words, an inventory price level may be established for each customer. The price level that is assigned could, in essence, be your **"cost"** for each inventory item. By placing a negative discount in this field, the system will look at whatever the sales price is for that price level and add the effective discount amount on top of the sales price. This is how automatic **"cost plus pricing"** may be applied. This **"negative discount amount"** may also be overridden at the time of invoicing, if the prompt ***"Allow Line Item Discounts"*** in the Master Configuration is turned "on."
Credit Limit	This is the dollar credit limit that you wish to assign the customer. It will be used in the Customer Inquiry screen to calculate the available credit for a customer. When creating invoices, a warning message will be generated if the total amount of the transaction is larger than the available credit limit remaining.
Customer's Bank Account	This is the Customer's Bank Account number. This may be entered for informational purposes or for use with the **Electronic Funds Transfer (EFT)** system included in the Check Reconciliation module. If used with the EFT system, the Customer's Bank Routing number **MUST** be entered to complete the information required to send the transaction to the **EFT Processor**. For more information on the EFT processing procedures, please refer to Chapter 1 of the **Check Reconciliation User Manual**.
Customer's Bank Routing	This is the Customer's Bank Routing number. This is a nine **(9)** character field in which to enter the routing number for your bank account. The nine character format will verify that it meets with the United States requirements and performs a validation check when a nine digit number is entered into this field. You may also enter a six **(6)** digit number into this field for use in the United Kingdom and other countries.

	However, when a six digit number is entered into this field, no validation of what is being entered is being done by the system. This may be entered for informational purposes or for use with the Electronic Funds Transfer **(EFT)** system included in the Check Reconciliation module. If used with the EFT system, the Customer's Bank Account number **MUST** be entered to complete the information required to send the transaction to the **EFT Processor**. For more information on the **EFT** processing procedures, please refer to Chapter 1 of the **Check Reconciliation User Manual**.
Customer's Bank Account Type	This is either **Checking** or **Savings** and is used to define the type of bank account the previous two data fields will be accessing. For more information on the **EFT** processing procedures, please refer to Chapter 1 of the **Check Reconciliation User Manual**.
Customer Payment by EFT	This data item is used to define whether this customer's transactions will be processed using the **EFT** system. If during Cycle Invoicing, **EFT** has been set up and this data item is turned on the system will proceed with **EFT** processing. If during Payment entry, the payment type selected is an **EFT** payment type and this data item is turned on the system will proceed with **EFT** processing. For more information on the **EFT** processing procedures, please refer to Chapter 1 of the **Check Reconciliation User Manual**.
Consumerr Bank Account	This refers to whether this account is a **"personal"** bank account verses a **"business"** bank account. This is a required piece of information that is sent to the ACH network during transmission of the **EFT** transaction. If it is not checked, it is automatically assumed to be a **"business"** bank account.
Comments	These are two lines of fifty **(50)** characters each for any comments that you would like to assign this customer. These comments can be used to **"flag"** the user, drawing attention to pertinent information before recording transactions in the system. This feature can be set by turning **"on"** the **Display Customer Comments** field in the ***Accounts Receivable Master Configuration***. Any **Comments** will then display on the screen when performing **"Write Invoices & Credit Memos," "Prepare Proposals,"** or **"Record Manual Invoices"** for that customer. See the ***"Master Configuration"*** option for more details on setting up this feature.
Invoice Terms Description	This is a twenty **(20)** character description of the terms that you wish to assign this customer. This will be displayed on the invoice form. The default description will be what you have set up in the Master Configuration. This field may be utilized to invoke a **Credit Check** warning system when this specific customer is put on credit hold. To activate a credit hold status for this customer, enter the words **"Credit Hold"** as the terms description. In doing this, the system will not allow an invoice to be entered for this customer, instead a warning will be displayed **"This Customer is on Credit Hold, No New Transactions are allowed."** If you are integrated with the Sales Order Entry module, this Credit Check warning system will be activated there as well and the system will not allow the order to be placed. If you have installed the Advanced Security Administrator, there is a ***custom security object*** that may be used in conjunction with this field. You can set up the Advanced Security system to allow only certain users to edit or change this field.
# Days	This is the number of days from either the invoice date or the end of the month that will be used in calculating the due date. The default value will be what you have set up in the **Master Configuration**.

Terms Type	The terms type defines how the due date for each invoice will be calculated. The default value will be what you have set up in the Master Configuration. **Fixed Due Date** will tell the system not to calculate a due date, but ask you what the due date is at the time of the transaction. **Net Days** will calculate the due date in a specified number of days from the invoice date. **Net days EOM** will tell the system to calculate the date for the end of the month in which the transaction was written. Then, calculate a specified number of days from the end of the month date.
Finance Charges	This field indicates whether this customer is subject to finance charges. If they are subject to finance charges, then <click> **"on"** the box.
Balance Forward	This field indicates how the open items ***(invoices, payments, credit memos, etc.)*** for this customer will be treated by the system. The default values will be what you have set up in the **Master Configuration**. Leave this box blank to indicate this customer should be treated as an **"open item"** type customer. To indicate this customer should be treated as a **"Balance Forward"** type customer, <click> **"on"** the box.
A/R Sales Code	This is the **Accounts Receivable Sales Code** you would like to assign this customer. This Sales Code represents the Accounts Receivable chart of account number that will be used for **Invoice and Payment** entries to the General Ledger integration file for this customer. If you choose to leave this field blank, you are choosing not to utilize the Multiple Accounts Receivable processing functions. The system will then obtain the **"default"** Accounts Receivable chart of account number from the ***Accounts Receivable Master Configuration*** for all transaction entries, unless otherwise specified at the time of transaction entry. This field will only be available if you check **"on"** the **A/R Sales Code** box on the **Invoice Format** tab of the **A/R Master Configuration**.
Project #	This data item is a ten **(10)** character *(alpha/numeric)* field which represents a project number associated with this customer. This is a reference only field unless certain conditions exist. If you are utilizing the Sales Order Entry and Job Cost Main Modules to track revenues associated with a project, you can use this field to define a specific project number to be associated with each order entered in the Order entry module for this customer. This project number may be overridden at the time of order entry.
Password	The remote access password is used in conjunction with an Internet Web Site environment. It is a security feature to allow customers to login to a web site and gain access to specific information. This information could be specific pricing based on that customer pricing level or important information specifically for that customer. Enter a password and re-key the same password for verification. <Click> on **"OK"** to save this information. When you have completed the "Billing" information section of the customer's record, <click> on **"Save"** to return to the main data entry screen.

Contact Info (Button)

When you <click> on the **"Contact Info"** button, you may enter and/or review the optional **"Contact Management"** fields available for this record as shown on the following screen. All of these fields are **"free form"** text fields and may be used in any fashion desired. Primarily, these fields are used with Data Pro's advanced **DP/DashBoard** ***(Enterprise Management System)*** for special **Customer Relationship Management (CRM)** capabilities.



The following table describes the Customer Contact Information screen details:

Salutation	This data item is a ten **(10)** character *(alpha/numeric)* field which represents how you would normally address a person ***(i.e. Mr. Mrs. Dr.)***.
Title	This data item is a thirty **(30)** character *(alpha/numeric)* field which allows you to store the person's title. This is normally for titles like President, Vice President, Sales Manager, Collections Manager, Assistant, etc.
First Name	This data item is a twenty **(20)** character *(alpha/numeric)* field which allows you to store the person's first name ***(i.e. Mary, Thomas, John)***.
Middle Name	This data item is a twenty **(20)** character *(alpha/numeric)* field which is used to store the person's middle name.
Last Name	This data item is a twenty **(20)** character *(alpha/numeric)* field which is used to store a person's last name. The storage of the combination of the three fields ***(First Name, Middle Name, Last Name)*** is ideal for Contact Management applications and for Mail Merge purposes.
Alternate Phone	This data item is a twenty **(20)** character *(alpha/numeric)* field which is used to store an alternate phone number unique possibly to this contact and different than the main phone number stored on the main Customer record.
Extension	This data item is a six **(6)** character *(alpha/numeric)* field which is used to store this contact's extension for their Alternate Phone Number.

Cell Phone	This data item is a twenty **(20)** character *(alpha/numeric)* field which is used to store this person's **"Cell Phone**" number. This could also be used for their pager number or however you deem appropriate.
Business Type	This data item is a thirty **(30)** character *(alpha/numeric)* field which is used to store the type of business for this Customer Record. This could actually be the SIC Code for the company or a more generic description of the nature of their firm. Examples could be Hotel, Convenience Store, Manufacturer, Distributor, or Retailer. This is user-definable so it may be whatever makes sense for your firm.
Tax ID	This data item is a twenty **(20)** character *(alpha/numeric)* field which is used to store this Customer's Tax ID number. Many firms are exempt from Sales Tax and therefore have a Tax ID number that they provide their vendors to keep from paying state and local sales tax. This field may be used to store this customer's Tax ID number so it is permanently kept on file. The fields such as **"Do Not Mail," "Do Not E-Mail,"** and **"Do Not Fax"** are used for Custom Report Writer features which allow the ability to set flags on a specific contact record to indicate whether to include each record when using the Infinity POWER Report Writer as an advanced data extraction tool for mailing, e-mailing and faxing.

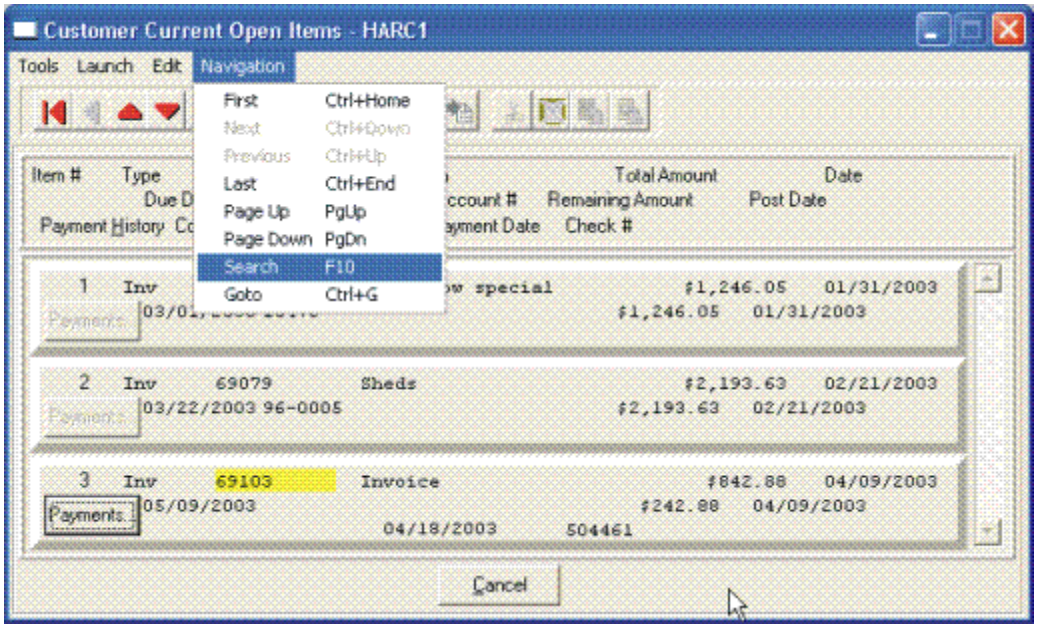
Open Items (Button)

The Open Items button provides the user with the ability to view all of the outstanding invoices and non-applied payments that are pending against this specific customer. You may choose to display all items or open items only by checking the **"Include Paid Items"** box on the **Master Configuration** tab in Accounts Receivable. The following pieces of information are also displayed regarding each open item.

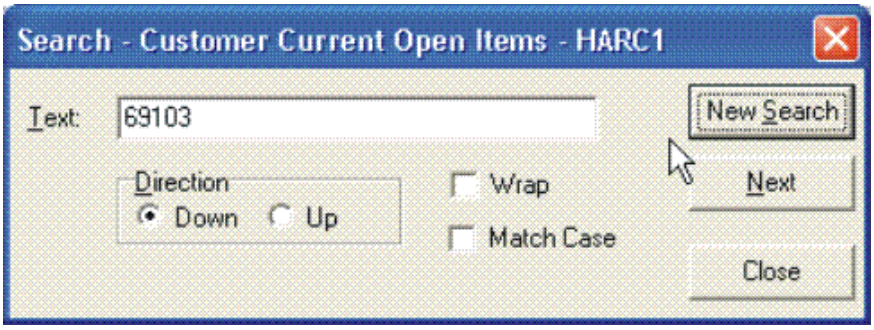
Item

This is simply the line number or item number of the total number of open items that are being displayed on this screen. You may have a total of **10,000** open items displayed during this open item inquiry at one time. Obviously, with this many possible open items available, this could be cumbersome to try and find a specific item to pay or inquire upon without some helpful tools. Therefore, while you have this screen open, you may <click> on the Navigation choice at the top of the screen and you will be provided with several options including a "Search" tool to find items throughout the file.

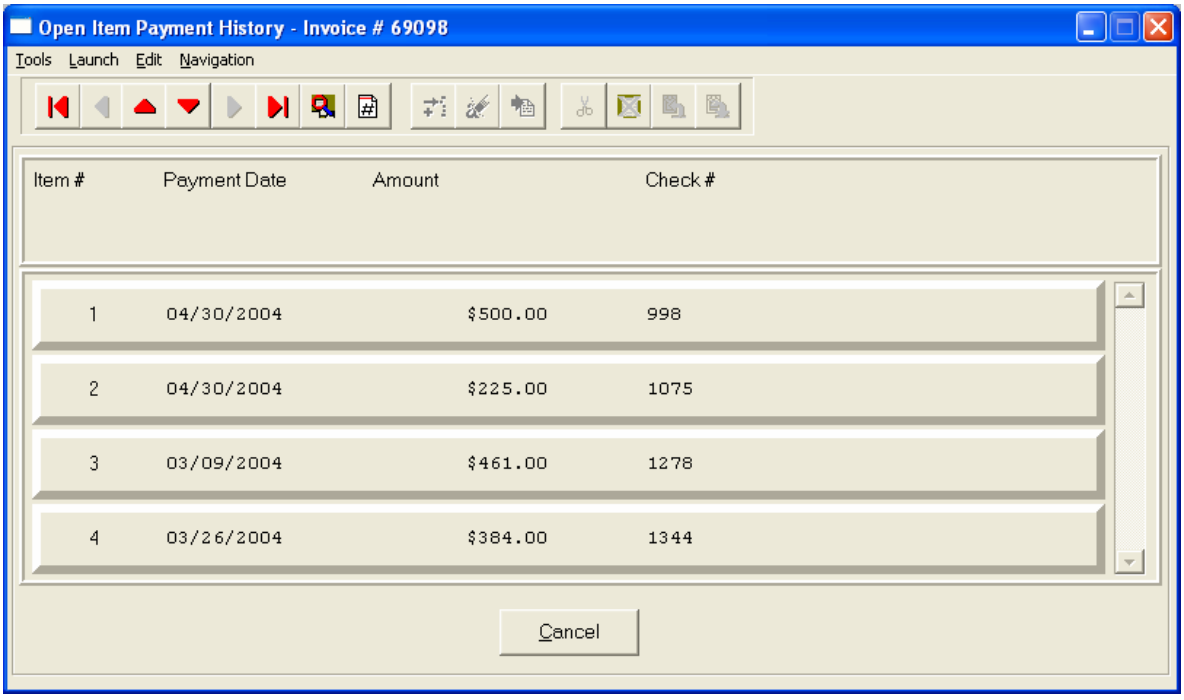
The following screen illustrates this menu and how and open item transaction number is highlighted in Yellow once the item is found during a search.



Once you select the **Search** option or press **F10**, you may enter the information you are looking for such as an invoice number, date of transaction, invoice amount or check number as shown on the following screen. You may also choose to search up or down the file, pick if it is to be case sensitive and more.



You may scroll up or down through the file manually to find the open item you are seeking and if there is one or more partial payments made against an open item, the **"Payments"** button located directly underneath the Item # and titled **Payment History** will be shown as active. If it is active, you may <click> on this button and a new screen will appear displaying all of the partial payments made to date against this specific open item as shown on the following screen.


Open Item Payment History - Invoice # 69098
Tools Launch Edit Navigation
Item # Payment Date Amount Check #
1 04/30/2004 $500.00 998
2 04/30/2004 $225.00 1075
3 03/09/2004 $461.00 1278
4 03/26/2004 $384.00 1344
Cancel

Type	This is the transaction type that was assigned during the origination of this open item. It could be an invoice, payment, credit memo, or debit memo as an example. This will always inform the user of the nature of the transaction and how it should be affecting the customer's account balance.
Transaction #	This is the Transaction Number that was created for this open item at the time the transaction occurred. For instance, if this was an invoice, this would represent an invoice number. If this was a payment on account, this would normally be the customer's check number.
Description	This is the description of the open item. During the origination of the transaction, the user has the ability to override the default description *(i.e. invoice, credit memo, payment)* and enter another description to provide a simplified description of the nature of this specific transaction. Whatever description was entered will appear into this field. If no description was entered, the default descriptions will appear.
Total Amount	This is the complete amount of the transaction, including any taxes, freight or other charges.
Date	This is the date of the transaction based on the System Date that was used to post the transaction. This is different than the actual posting date which uses the computer's clock/calendar to keep track of when items are actually posted to the system. This is the date that will be used to start all agings and reports.
Due Date	This is the date that the invoice is due from the customer. Based on the terms of the transaction used at the time of invoicing, this date was automatically calculated at the time the transaction was originated and store into the file.

Job Number	If the integration to the Job Cost Main Module was turned ON, this open item can be related to a Job or Project. The invoice may be a Job Invoice and a payment may be associated to making a payment related to a job. The Job Cost Collections Report utilizes this field when the report is run.
A/R Sales Code	If you have configured your system to use multiple Accounts Receivable accounts and have changed the A/R Sales Code during the posting of payments or the writing of invoices for example, this information will be displayed in this field. This Sales Code ultimately relates to the actual General Ledger Account Number for the various Accounts Receivable accounts that may be stored on your Balance Sheet reflecting each unique "receivables" account. Each posting could therefore be updating a different GL account uniquely although they are being billed and/or paid through the same customer account.
Remaining Amount	This number would be the remaining balance still due on this open item if there had been any partial payments made on this open item. If this is the case, you would have the ability to <click> on the "Payments" button under the Payment History column and check on the details of all of the payments made to date on this open item.
Post Date	The posting date is the System Date at the time the transaction occurred. This is normally set to the same value as the Invoice Date, except when using scheduled payments. When posting scheduled payments, the Invoice Date will be set to the future dates that the payments should occur. However, the Posting Date will be the date the transaction was entered. The Posting Date will be used when printing the Aging Report to identify which open items existed at any point in time so that back-dated aging reports can be printed properly.
Payment History	As mentioned earlier, if a partial payment is made against a specific open item, this button becomes active and stores a detail of all of the associated payments that are made against the open item until it is paid in full.
Complete Payment Date	This is the date that the actual open item is completely paid off. Once this item is paid in full, the system will automatically update this field.
Partial Payment Date	This field stores the "last" date that a partial payment was made on this open item. Even if multiple payments have been made to this open item, the date stored here will reflect the last date a partial payment was made.
Check Number	This field stores the "last" check number that was posted against this open item. Even if multiple payments have been made to this open item, the Check Number stored here will reflect the last Check Number that was used on a payment for this open item. When you are done with the "Open Items" section of the customer's record, <click> "Cancel" to return to the main data entry screen.

Aging (Button)

When you <click> the "Aging" button, a new screen will appear to provide you with several pieces of information including a summary of all of the outstanding open items for this specific customer broken down by Aging Category as defined in the Master Configuration. The Default configuration is set to a thirty day aging calculation but may be changed to meet specific customer needs.

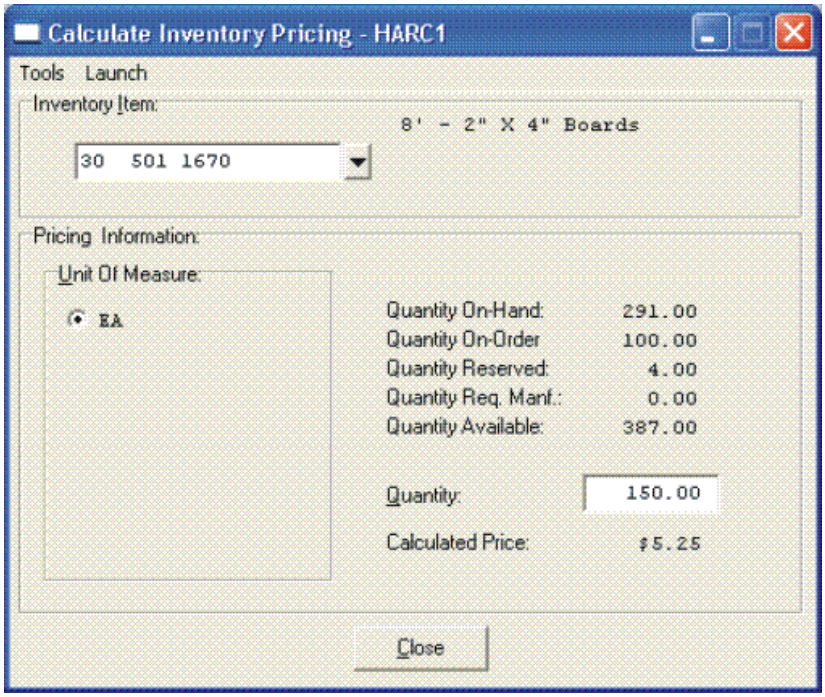
Unpaid Finance Charges	This field is storing the amount of finance charges that have been billed to the customer but have yet to be paid.
Year-To-Date Finance Charges	This field stores the total amount of **Finance Charges** that have been billed to this customer **Year-To-Date**. Finance Charges are a specific transaction type and calculated uniquely. See the **Accounts Receivable Master Configuration** setup for how your company has defined how it is charging finance charges, if at all.
Available Credit	This is an on-going calculated balance that is automatically generated by the system and defined by taking the customer's **Credit Limit** and subtracting their current outstanding balance. This includes any outstanding invoices, credits, debit memos and payments on account.
Last Check #	For inquiry purposes, this field is used to store the **Last Check Number** the customer used in making payments to their account. Therefore, if the customer calls and inquires whether a payment was received or not, it is easy to view this screen and immediately determine whether you received their check or not.
Check Date	Likewise, when the last payment is received on the customer's account, the **Check Date** field is also updated immediately as well. This is the date entered at the time the payment was made. This is typically the date that was printed on the customer's check.
Check Amount	This field stores the **"last"** check amount that was posted against an open item. Even if multiple payments have been made an open item, the **Check Amount** stored here will reflect the last **Check Amount** that was used on a payment.
Year-To-Date Sales	This is a calculated field by the system that keeps an on-going total of **Sales** for this customer based on all invoices, credit memos, and debit memos that have been issued to this account.
Average Days to Pay	This field is a calculated weighted average based on the number of days it takes this customer to pay each open item. On average, you will be able to determine that the customer is a good paying client, slow paying client, or in between based on this on-going calculation.
# Invoices in Average	This field stores the total number of invoices that have been used in the **"Average Days to Pay"** calculation. Therefore, you don't want to base a credit decision necessarily on one or two invoice payments. On the other hand, if it is based on fifty invoices, a better history has been defined and can assist you more accurately in your decisions.
High Balance	This field stores the highest outstanding balance the customer has maintained with your company.
Aging Date	This field stores the last date when a customer aging was calculated for this account. Therefore, when you are looking at all of the balances in each of the following Aging Categories, make sure to look at this date to ensure that the date is fairly recent. If it is old, then you should go to the Reports menu option and run the option to ***"Calculate Age of Accounts"*** to realign all of the open items into the current aging categories before making any business decisions.

Aging Amounts	This section actually contains seven fields of information. This system displays a **Total Balance**, as well as five fields for the **Aging Categories** that have been defined in the Accounts Receivable Master Configuration. This includes the **Current** category plus each increment defined *(i.e. 30 days each)*.
Last Invoice Date	This field stores the **"last"** invoice date that was posted against this customer account.
Last Order Date	This field stores the **"last"** Order date that was posted against this customer account. This field will be updated directly from the Sales Order Entry module each time a new order is entered into the system. When you are done with the **"Aging"** section of the customer's record, <click> **"Close"** to return to the main data entry screen.

Pricing (Button)

When the **"Pricing"** button is selected, a new screen will appear that will allow the user to enter an Inventory Item Number into the system and have the system calculate a price for the item selected for this customer. Depending on whether the customer has any specific price plans defined, or if there are quantity breaks defined for each of the inventory items, the system will automatically calculate the customer's price on demand while at the same time show a display of the status of the item's inventory levels.

As shown on the following screen, you may enter the Inventory Item directly or use the scrolling screen to select the specific item. Once selected, the screen will show if the item has multiple units of measure, its Quantity On-Hand, On-Order, Reserved, Required for Manufacturing, and total Available. You will then be prompted to enter a Quantity that you would like the system to **"Calculate a Price"** for. Although this screen shows a price of $5.25 for the following item, this field only appears **AFTER** the quantity was entered.



When you are done with the **"Pricing"** section of the customer's record, <click> **"Close"** to return to the main data entry screen.

Shipping Address (Button)

This shipping address allows merchandise to be shipped to a company or separate location with an entirely different name than the Customer Name. You will be able to set up multiple shipping addresses for each customer set up in this option.

Ship-to Name	This is the company name that will be printed above the ship to address on the invoice. If this field is **"Same,"** the program will use the Customer Name. Once the customer has been added to the file, you may select the option, **"Set Up Ship-To Addresses"** from the menu to add up to one million additional shipping addresses (Windows Character-based) or nine million under (UNIX).
Ship-to Address	This is the address that will be printed in the **"Ship To:"** area of the invoice. If this field has the word **"Same,"** the program will use the Billing Address. This information may be changed at the time of invoicing for additional flexibility. This allows bills to be sent to one location while merchandise may be shipped to another.

When you have completed the **"Shipping"** information section of the customer's record, <click> on **"Save"** to return to the main data entry screen.

Historical (Button)

This option will allow you to change the historical information for this customer. Another screen will be displayed which will allow you to change the following information:

Unpaid Finance Charges	This is the amount of finance charges that have been charged to the customer's account and have not yet been paid. Whenever the option, **"Calculate Finance Charges"** is executed, the amount of finance charges calculated will be added to this field until it is specifically paid.
Year-To-Date Finance Charges	This is the total amount of finance charges that have been charged to this customer's account for the year. This amount will be cleared when the option, **"Start a New Year"** is performed. This amount will be displayed on the Year-end Customer Statement.
Average Days to Pay	This is the average number of days that it takes for this customer to pay an invoice. It will automatically be calculated when payments are entered and posted against an invoice in full. This could be a very useful number when deciding the amount of credit to extend to a customer.
Number of Invoices	This is the number of invoices that was used in the calculation of **"Average Days to Pay."**

The bottom portion of this screen allows you to enter the total number of invoices and the gross sales for each period of the fiscal year. These figures will automatically be updated during normal processing.

When you have completed the **"Historical"** information section of the customer's record, <click> on **"Save"** to return to the main data entry screen.

Price Plans (Button)

This option allows you to change the **"Price Plan"** information for this customer. By <clicking> on the **"Price Plans"** button, another screen will be displayed which will allow you to add, change, or delete price plans for this customer. The system allows up to twenty **(20)** different price plan assignments for each customer.

Inventory Price Plans must first be set up in the Manufacturing Inventory Management module to be available for use with this option. Once they are set up, they may be accessed and assigned to each customer on this screen.

Keep in mind that if an inventory item is used in more than one plan, the first plan that is listed here to include that item will be used for its pricing as long as all other criteria are met. Therefore, the order in which plans are assigned here is very important.

Type in the Plan Number for each line or <click> the Down Arrow *(F2 by default)* and select from the available list and its description will appear immediately to the right.

When you have completed the **"Price Plans"** information section of the customer's record, <click> on **"OK"** to return to the main data entry screen.

To validate this entire customer record <click> on the **"Save"** button. To exit from this option without saving <click> on the **"Close"** button.

Results:

coAR1dy.dbf - Customer File
- Customer is Added to File

coARF.dbf - Price Plan Assignment File
- Price Plans are Added to File

Change Mode (AR0402)

This mode allows you to change information on an existing customer. If you have made any mistakes during this set up process, you may return to the ***"Set Up Customers"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

While in **"Change"** mode, you may choose to change Historical information by <clicking> on the **"Historical"** button. This screen is a scrolling window, which contains the purchase amounts for each month of the year. It also has the Year-To-Date Finance Charges, Average Days to Pay, and Number of Invoices.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information ***(either text or a line number)*** and <click> on **"Save."**

When you choose to select a specific record in the file, you may search for that record by customer number, name or special ***(u-define)*** field. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting ***(cut)***, delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **"Save"** button to validate your changes to this screen. You will then be returned to the previous screen. <Click> on the **"Save"** button to validate this record.

Results:

coAR1dy.dbf - Customer File
- Customer Information is Updated

coARF.dbf - Price Plan Assignment File
- Price Plan Information is Updated

Delete Mode (AR0403)

This mode allows you to delete a customer account. You cannot, however, delete a customer that has current open items. In addition, you should not delete customers that have had any account activity during the current period. This will result in incorrect sales reporting information. This option allows you to delete customers that you may have entered by mistake, or you no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want.

<Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a customer is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

Results:

coAR1dy.dbf - Customer File
- Customer Information is marked for Deletion

coARF.dbf - Price Plan Assignment File
- Price Plans Information is marked for Deletion

Copy Mode (AR0404)

This mode allows you to create a new customer by copying the information from an existing one. Using this option, the system provides a quick method of setting up customers that are very similar. This may apply where a single customer may actually require multiple accounts because of separate locations or branch offices, which require separate billings.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the **Menu Bar** and then ***"Copy."*** You will be asked if you wish to copy customer pricing information. Choose **"yes"** or **"no."**

You will notice all the information, except for the customer number, will be copied to a new record. Enter the new customer number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coAR1dy.dbf - Customer File
- New Customer Information is Set Up

coARF.dbf - Price Plan Assignment File
- Price Plan Information is Set Up

MAKE COMPLETE DATA BACKUPS

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure is designed to allow you to copy data files only; very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that **"careless disregard"** of making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- **Hardware Failure of any kind (such as a hard disk failure)**
- **Power Failure or Fluctuations**
- **Improper Execution of certain operating system commands**
- **Careless Handling of Data Disks or Tapes (such as copying files the wrong direction)**

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure. Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you **"normally"** work on your files.

Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set or tape #1 may read Monday, disk set or tape #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week.

Therefore, if a problem were to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files. Of course the entries made during the last week may be lost, but that is better than many months or years worth of input. To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number **(Week #1)** and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files. Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again.

This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information. Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those users with tape backup systems, it is still highly recommended that if you have a floppy disk drive on your computer that a floppy disk backup be made occasionally *(at least monthly)* in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing. The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man hours over time. This is a large investment that should be safeguarded at all times.

These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment. For further information on Backup Procedures and commands, refer to either the System Administrator manual *(Combination Keys)*, or the documentation for your operating system.

This page intentionally left blank.

CHAPTER 3 ENTER TRANSACTIONS

This section discusses the different ways projects and transactions may be entered into the **Job Cost Main Module**. You should not use these options until after the initial set up has been completed.

SET UP PROJECT BUDGETS (JC0107)

This option allows you to set up your original budgets by project cost and billing codes. These budgets are utilized in suggested billing calculations and budget comparison reports.

When selecting this option, you will be asked to specify the particular project that you want to set up budgets for. Enter the project number or press the **F2** key for special searches. After you have selected your project, the screen will re-display with the project name, the customer number, and the project manager listed at the top of the screen.

Nine data items will then be displayed below. Each is discussed here.

Project Code	This is where you enter the cost or billing code that you want to enter a budget for. If you are not sure of the specific code number you may either enter part of the number or just press **F2** and a scrolling screen will appear to allow you to move your cursor up or down to select your desired cost or billing code.
Detailed Description	This is the data field where you enter the Detail Description *(if you have this feature turned on)*. If this feature is turned off, this question will not even be asked. This may include an employee's name, a material description, or a vendor or sub-contractor depending on how you have decided to configure your system. If at the time of initial set up you specified that you want to maintain detailed descriptions with each cost code, you may press the **F2** key and a scrolling screen will appear to allow you to choose from any existing cost or billing codes already allocated to this project. Highlight the desired code and <click> **"OK"**, the **"Select"**. If you enter a detailed description that has not been previously added to this project, <click> on the **"Add"** button to add this new detailed description. Keep in mind, the system is adding this new detailed description to this cost or billing code only. If you want to have the same material item or employee charged to different cost codes, you will need to add it to each respective code. For instance, let's assume that we have an employee Mark Thomas who may work in several different capacities on any given project. When we are setting up our budgets by cost code, he may in fact be set up in several places. At first, we may want to set him up for **20** hours of **Concrete Labor**. But we may also want to budget him at **65** hours of **Framing Labor**. As each cost or billing code is called up, you would want to enter *"Mark Thomas"* as the detailed description for both of these cost or billing codes. Again, you may specify the level of detail that you wish to track on a project. So if you wish to track labor costs only as a total, then you may configure the system to skip over the Detailed Description option entirely.

Cost Budget/Billing Budget

The bottom portion of the screen is separated into two sections; one section for those items regarding costs and one section for those items regarding billings. When you set up your cost and billing codes, you would have specified if a particular code is either a **Cost Only** code, a **Billing Only** code, or both a **Cost and Billing** code.

Based on what you specified at the time of that set up, the system will move the cursor to the appropriate data items that follow. If a code was set up to be used to track costs only, then only cost questions will be asked. If it was set up as both a cost and billing code, then all questions will be asked accordingly.

Cost Quantity	This field is for entering quantities for cost codes. If you have specified in your Master Configuration to track quantities, this question will be asked. This allows you to not only budget by dollar amounts for a particular code, but for the quantities to be used as well. The unit of measure will be automatically picked up based on what was set up when the code was added to the file. It will not allow you to override it during this process. You would either need to enter a different cost code or change this cost code through the option **"Set Up Cost/Billing Codes."**
Unit Cost	The default value will also be read from the Cost Code Master File, if it was set up. If not, simply input the unit cost amount for this particular item. If a cost has been established in the Cost Code file, you may override that amount at this point for this particular project.
Extended Cost	This is the cost extension based on the unit cost entered and quantities if set up. If neither amounts (quantities or unit cost) have been set up, then simply enter the total amount to budget for this cost code.
Bill Quantity	This field is for entering quantities for billing codes. If you have specified in your Master Configuration to track quantities, this question will be asked. This allows you to not only budget by dollar amounts for a particular code, but for the quantities to be used as well. The unit of measure will be automatically picked up based on what was set up when the master billing code was added to the file.
Bill No.	This option allows you to specify which billing rate should be used for this billing code. If you have specified a default billing rate when you initially set up this code, it will default to that billing rate number. However, you may change the default by <clicking> on the pull down box, and it will display all of the billing rates you have set up. <Click> on the billing rate number you would like to assign to this budget. This allows you to use whatever billing rate you want not only by project but for each billing code by project as well.
Bill Rate	If the billing rate number is **"1,"** this rate amount will default to the manually entered rate for the billing code and you will be allowed to change it. If the billing rate is **2** through **20**, this rate amount will be the billing rate that you have set up in the Master Configuration.
Extended Rate	This is the billing extension based on the unit rate entered and quantities if set up. If neither amounts (quantities or unit cost) have been set up, then simply enter the total amount to budget for this billing code.

Once you have entered the information you desire for this particular cost or billing code, <click> on the **"Save"** button to validate or you may at any time <click> on the **"Cancel Code"** or **"Cancel Job"** buttons to stop the data entry process.

If you have made any mistakes or want to make any adjustments to your budget amounts, simply enter the code number and move your cursor to the specific data item you want to change and make any changes. When you are done setting up budgets for this project, simply <click> on **"Cancel Job"** and then <click> on the **"Close"** button.

IMPORT PROJECT ESTIMATES (JC0106)

This option allows you to import your original project estimates *(e.g., budgets)* from an external spreadsheet or estimation system. Import files may either be fixed length **ASCII** files or comma delimited ***.PRN** files.

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. These text files may be created by word processors, spreadsheets, databases, or many other types of programs. This option is designed to allow you to import Project Estimates directly into the Job Cost Main Module. All projects will be updated as if they had been set up through the *"Set Up Project Budgets."*

When you select the option to ***"Import Project Estimates,"*** a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized in.

The **Fixed Length ASCII** file logical record length for this transaction import file is **117** bytes.

Description	Type	Position	Length
Project #	STRING	1	10
Cost Code	STRING	11	10
Detailed Description	STRING	21	20
Est. Cost Qty.	CHAR	41	15
Est. Total Cost	STRING	56	15
Bill Rate # 1-20	CHAR	71	2
Bill Rate $ (if=1)	STRING	73	15
Est. Billing Qty.	CHAR	88	15
Est. Total Billing	STRING	103	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** programs. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

This screen has three sections that will prompt you for three **(3)** data items.

1) **Import Format**
2) **Import File Name**
3) **Process Import File**

The **"Import Format"** is prompting you to enter the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described in the following section.

Fixed Length ASCII Files

Fixed Length ASCII "text" Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example, an Inventory Physical Count import text file *(Part Number and Quantity)* should look like this:

100 A 1111 A1 100.00

100 B 1122 A2 250.00

100 C 2211 A3 75.00

Variable Length ASCII Files

Variable Length ASCII "text" Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example, an Inventory Physical Count import could look like this:

100 B 1122 A2 250.00 {CR}{LF}
100 C 2211 A3 75.00 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN "text" Files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, an Inventory Physical Count import should look like this:

"100 A 1111 A1",100.00{CR}{LF}

"100 B 1122 A2",250.00{CR}{LF}

"100 C 2211 A3",75.00{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using and you will then be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data. If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, you may <click> on the **"Next"** button. Otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here.

Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from **Infinity POWER** modules running at different locations or on different network or UNIX fileservers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file. Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers**.**"** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted.

The action numbers are listed below.

1 = Add Record to file

2 = Change record in file

3 = Delete record in file

4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the AP Batch import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first press the **F9** key at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., AP0603.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, Wordpad under Windows or **vi** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

You may also have customized **"MAP"** files created for you by calling the Data Pro Support Services group at **727-803-1550**.

Sample Import Project Estimates File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT PROJECT ESTIMATES (JC0601.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import Project Estimates and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as JC0601.MAP.**

Explanation of File:

"Job #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 10, (length of field) "STRING", (Type of field) 1, (Starting position of field) 10 (length of field)

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPoffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
*"Job #",0,10,"STRING",1,10
*"Cost Code",11,10,"STRING",11,10
*"Detail Desc.",22,20,"STRING",21,20
*"Est. Cost Qty.",60,12,"DOUBLE",41,12
*"Est. Total Cost",188,16,"DOUBLE",53,16
"Bill Rate #",308,2,"CHAR",69,2
"Bill Rate $",310,16,"DOUBLE",71,16
"Est. Bill Qty",326,12,"DOUBLE",87,12
"Est. Total Bill",454,16,"DOUBLE",99,16
"LRL",114
```

* Required fields for importing records

Field Types:

CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

Page 1

Data Pro Support Document

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a Detailed Description the line would look as follows: "Estimate Detail Desc.",22,20,"STRING",-1,8 (8 being the length of the Description).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import

Page 2

RECORD NEW COSTS (JC0101)

This option allows you to record all costs incurred on a project whether they are Labor, Materials, Sub-Contract, Rentals or any other costs. This option allows you to record all costs that need to be posted to various projects. This may include not only the allocation of material and labor costs but also includes the recording of Vendor Retainage amounts and the posting of Overhead Allocations.

By selecting this option, you will be asked to specify the particular project that you want to record costs for. Enter the project number or press the **F2** key for special searches. After you have selected your project, the screen will re-display with the project name, the customer number, and the project manager listed at the top of the screen.

Nine data items then follow and they are described below.

Project Code	This is where you would enter the cost code that you want to record costs for. If you are not sure of the specific code number you may either enter part of the number or just press the **F2** key and a scrolling screen will appear to allow you to move your cursor up or down to select your desired cost code. If you enter a billing code instead, the system will display a warning message at the bottom of the screen telling you that you cannot record costs to a billing code and will let you re-enter a cost code instead.
Details	This is the data field to enter the Detailed Description *(if you have this feature turned on)*. If you have turned this feature off, then the cursor will automatically move to the next field. The information you place in this field may include an Employee's name, a material description, or a vendor or sub-contractor depending on how you have decided to configure your system. If you enter a detailed description that has not been previously added to the system, the system will display a special selection window. You may press the **F2** key and scroll through and select an existing detailed description or enter a new description and <click> on the **"Add"** button to add this new entry. Keep in mind, that the system will not allow you to add a new cost code if you have set the Master Configuration to *"Require Cost Budgets."*
Transaction Description	This is a thirty **(30)** character *(alpha/numeric)* description field that allows you to input any applicable description for this posting. This description will print on the Transaction Detail report for auditing purposes.
Reference Number	This is a ten **(10)** character *(alpha/numeric)* reference number for this transaction. This reference number will print on the Transaction Detail report for auditing purposes.
Quantity	This field allows you to enter the quantity for this cost code *(if you have this feature turned on)*. The unit of measure will automatically be displayed.
Unit Cost	If the unit cost had already been established when the cost code was set up, this amount will then automatically appear in this field. You may, however, override this amount for this posting.
Extended Cost	This field is the extension amount based on the quantity and unit cost amounts entered. If no amounts were specified, you may simply enter the total amount for this cost code. Please note that if you have entered any previous amounts for this cost code during the current period that they will be displayed on the far right side of the screen opposite their respective data items. This way you may see what has already been posted and possibly be warned of any duplication.

Bill No.	This is the Billing Rate Number to be used for this transaction, if billings are being posted to the cost code. Codes that are classified as **"Billing Only"** will not be allowed to be used within this option. Only **"Cost and Billing"** type codes are allowed to be used in this option that may have billing amounts applied to them. The system will default to the billing rate number assigned to this cost code. You may accept the default or you may <click> on the pull down box to display all of the available Billing Rates. <Click> on the Billing Rate of your choice.
Bill Rate	This is the rate that will be used to apply billing amounts against this transaction. The default will be the Billing Rate Amount that has been specified by the Billing Rate Number. If the Billing Rate Number is **"#1 - Other,"** the system will default to the rate established for this cost and billing code. You may override this amount or accept the default values. If any other Billing Rate Number has been entered other than **"#1 - Other,"** the system will not allow you to override the value.

Once you have entered the information you desire for this transaction, <click> the **"Save"** button to validate and an audit trail of the transaction posting will be printed *(if you have this feature turned on).*

The system will then ask for the next cost code for recording costs/billings. When you are done entering costs, <click> on the **"Cancel Job"** button and then the **"Close"** button to exit.

Results:

coJC1dy.dbf - Project File
- PTD, YTD, and MTD Costs Updated

coJC2dy.dbf - Project Detail File
- PTD, YTD, MTD, and Current Costs Updated

coJC3dy.dbf - Transaction File
- Transaction Record Added *(Optional)*

JC2GL.co - GL Batch File
- GL Journal Entry Added *(if interactive)*

TRANSFER COSTS BETWEEN CODES (JC0102)

This option allows you to transfer costs from one cost code or phase to another. This transfer may act as an adjustment or method to move Work-in-Process information through a manufacturing process. This feature is designed to move information quickly from one portion of a project to another. This may include transferring the costs to Work-in-Process or from Work-in-Process. This may also be used to transfer costs from one phase of a project to another.

Many users that are performing the manufacture of items through the Job Cost system will use this option as the means to transfer all associated costs for a specific project *(batch of items, inventory item, etc.),* into a single cost code with the detail description set up as the actual inventory item number used in the **Manufacturing Inventory Management** module.

The feature to allow *"Detail Descriptions"* **must** be turned on to utilize this feature. Once all costs have been transferred to a single cost code with a single description as the **"item number,"** the next step would be to go to the Manufacturing Inventory Management module and perform the option *"Transfer Items From a Project,"* found under the *"Transactions"* menu options.

When this transfer takes place, all Work-In-Process costs applied to this project have been relieved and rolled up into a single item number. This value is then the actual value assigned as the cost for the inventory item. The General Ledger module will relieve Work-In-Process at this point and update the Inventory Asset account assigned to this item number. From there, the item may be handled as any other inventory item.

This means it can be sold from modules such as Accounts Receivable, Point of Sale, or Sales Order Entry. It may also be used as an item that can then be transferred as a cost to yet another project, since it may be used in the production of another inventory item or project. The key to this integration though, rests in the **Detail Description** for the final cost code matching the inventory item number exactly.

When selecting this option, you will be asked to specify the particular project that you want to transfer costs for. Enter the project number or press the **F2** key for special searches. After you have selected your project, the screen will re-display with the project name, the customer number, and the project manager listed at the top of the screen.

Eight data items then follow and they are described here.

From - Cost Code
From - Detailed Description

This is the source project code and detailed description from which you are transferring costs. Enter the project code or press the **F2** key to display a scrolling screen for near matches. Then, enter the detail description attached to this cost code or press the **F2** for near matches as well. This assumes that this particular feature is turned on.

To - Cost Code
To - Detailed Description

This is the destination project code and detailed description to which you are transferring costs. Enter the project code or press the **F2** key to display a scrolling screen for near matches. Then, enter the detail description attached to this cost code or press the **F2** key for near matches as well. This assumes that this particular feature is turned on.

Once you have entered this information, <click> on the **"Next"** button to enter the cost information.

Trans. Description	This is a thirty **(30)** character *(alpha/numeric)* description field that allows you to input any applicable description for this particular posting. This description will print on the Transaction Detail report for auditing purposes. This is also the description that should match the item number to be **"transferred to"** if you are manufacturing items that will be placed back into normal inventory management.
Quantity	This field allows you to enter the quantity for this cost code *(if you have this feature turned on)*. The unit of measure will automatically be displayed to the right of this field.
Unit Cost	If the unit cost had already been established when the cost code was set up, this amount will automatically appear in this field. You may, however, override this amount for this posting.
Extended Cost	This field is the extended amount based on the quantity and unit cost amounts entered. If no amounts were specified, you may simply enter the total amount for this cost code.

Once you have entered the information you desire, <click> on the **"Transfer"** button to validate and an audit trail of the transaction posting will be printed *(if you have this feature turned on)*.

The system will then ask for the next cost code and detail description for transferring costs. When you are done transferring all costs, <click> on the **"Cancel Job"** button and then the **"Close"** button to exit.

Results:

coJC2dy.dbf - Project Detail File
- PTD, YTD, MTD, and Current Costs Adjusted

coJC3dy.dbf - Transaction File
- Transaction Records Added *(Optional)*

JC2GL.co - GL Batch File
- GL Journal Entry Added *(if interactive)*

RECORD VENDOR RETAINAGE (JC0109)

This option allows you to enter vendor retainage information for each project. If you are utilizing Accounts Payable, then this option will be handled automatically.

When selecting this option, you will be asked to specify the particular project that you want to record Vendor Retainage for. Enter the project number or press the **F2** key for special searches. After you have selected your project, the screen will re-display with the project name, the special field, the customer number, and the project manager listed at the top of the screen.

The system will also immediately calculate total costs that have been posted to the project and determine any retainage amounts that have already been posted to the project and display them in the Current Costs and the Project-To-Date Retainage fields accordingly. The system will allow you to enter or change the default retainage percentage that you currently want to post. The system will calculate the amount based on current costs of the project and display them in the next field under Current Retainage.

If you prefer to override this retainage amount, you may enter any number you desire and disregard the percentage calculation. Once this information has been entered, <click> on the **"Start"** button to validate and the retainage will be added to the project. Please note that these amounts do not replace existing retainage amounts already posted to the project, but add to them instead.

If you are interactive with Accounts Payable, the system will adjust this automatically. Otherwise, the information maintained here will be significantly overstated.

Results:

coJC1dy.dbf - Project File
- Vendor Retainage Updated

POST OVERHEAD ALLOCATIONS (JC0108)

This option allows you to post overhead allocations to projects based on the individual allocation factors set up for each project. A cost code must be assigned for the **Overhead Allocation** in the Master Configuration before this option may be executed.

When selecting this option, you will be asked to specify the range of projects that you want to Post Overhead Allocations to. Enter the project number or press the **F2** key for special searches.

After you have selected your range of projects, you may specify manager masks when posting these allocations. Once you <click> the **"Start"** button to begin, the system will look at the current costs for each project specified and check the project file to determine the Overhead Allocation Factors set up by project and then calculate the appropriate amounts before posting them.

An audit trail of the transaction posting will then be printed *(if you have this feature turned on)*. This update is not automatic, so that you may control when these costs should be charged to a particular project. This option **"may,"** however, be run at anytime during the course of a project.

The overhead allocation costs will be posted to the project using the Overhead Allocation Cost Code that was set up in the Master Configuration. If this cost code has not been budgeted for the project, the system will add the new code to the project detail. The amount of overhead allocated is calculated as the total current period costs of all cost codes times the project's Overhead Allocation Factor. Once costs have been billed for, they are no longer included as current costs and will not be used again in any future use of this option.

Note that any cost codes with an asterisk **(*)** in the code number will be exempt from the calculation of total period costs. This allows you to exclude certain cost codes such as Reimbursable or Indirect expenses from the overhead allocation calculation. Keep in mind that as long as costs are still in the current column, they will be used in the calculation process by this option.

Therefore, if the option is run once, then again, without billing for the items used in the first calculation, the system will in essence calculate against these current costs twice. As long as this is your intention, then there is no problem.

Results:

coJC1dy.dbf - Project File
- PTD, YTD and MTD Overhead Costs Updated

coJC2dy.dbf - Project Detail File
- PTD, YTD and MTD Overhead Costs Updated

coJC3dy.dbf - Transaction File
- Transaction Record Added *(Optional)*

IMPORT PROJECT COSTS (JC0602)

This option allows you to import project cost information from an external program or device, such as a job shop bar code reader. Import files may either be fixed length ASCII files or comma delimited *.PRN files.

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. These text files may be created by word processors, spreadsheets, databases, or many other types of programs. This option is designed to allow you to import Project Costs directly into the Job Cost Main Module. All projects will be updated as if they had been updated through Option #1, *"Record New Costs."*

When you select the option to ***"Import Project Costs,"*** a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized in.

The **Fixed Length ASCII** file logical record length for this transaction import file is **106** bytes.

Description	Type	Position	Length
Project #	STRING	1	10*
Cost Code	STRING	11	10*
Detail Description	CHAR	21	20
Transaction Date	STRING	41	6
Transaction Description	CHAR	47	30
Cost Qty.	STRING	77	15
Total Cost	CHAR	92	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** programs. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

This screen has three sections that will prompt you for three **(3)** data items.

1) **Import Format**
2) **Import File Name**
3) **Process Import File**

The **"Import Format"** is prompting you to enter the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described in the following section.

Fixed Length ASCII Files

Fixed Length ASCII "text" Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example, an Inventory Physical Count import text file *(Part Number and Quantity)* should look like this:

100 A 1111 A1 100.00

100 B 1122 A2 250.00

100 C 2211 A3 75.00

Variable Length ASCII Files

Variable Length ASCII "text" Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example, an Inventory Physical Count import could look like this:

100 B 1122 A2 250.00 {CR}{LF}
100 C 2211 A3 75.00 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN "text" Files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, an Inventory Physical Count import should look like this:

"100 A 1111 A1",100.00{CR}{LF}

"100 B 1122 A2",250.00{CR}{LF}

"100 C 2211 A3",75.00{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using and you will then be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data. If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, you may <click> on the **"Next"** button. Otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here.

Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from **Infinity POWER** modules running at different locations or on different network or UNIX fileservers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file. Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers**.**"** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted.

The action numbers are listed below.

1 = Add Record to file

2 = Change record in file

3 = Delete record in file

4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO,1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the AP Batch import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first press the **F9** key at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., AP0603.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, Wordpad under Windows or **vi** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

You may also have customized **"MAP"** files created for you by calling the Data Pro Support Services group at **727-803-1550**.

Sample Import Project Costs File

Data Pro Support Document

IMPORT PROJECT COSTS (JC0602.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import Costs and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as JC0602.MAP.**

Explanation of File:

"Job #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 10, (length of field) "STRING", (Type of field) 1, (Starting position of field) 10 (length of field)

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPoffsets or Lengths.

```
*"Job #",0,10,"STRING",1,10
*"Cost Code",11,10,"STRING",11,10
*"Detail Desc.",22,20,"STRING",21,20
*"Trans. Date",43,6,"STRING",41,6
*"Trans. Desc.",52,30,"STRING",47,30
*"Cost Qty.",84,15,"DOUBLE",77,15
*"Total Cost",92,15,"DOUBLE",92,15
"LRL",106
```

* Required fields for importing records

Field Types:

CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

Page 1

Data Pro Support Document

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a Description the line would look as follows:
"Receipt Trans. Desc.",52,30,"STRING",-1,7 (7 being the length of the Description).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import

Page 2

CALCULATE SUGGESTED BILLING (JC0104)

This option allows you to calculate automatically what billings should be generated, based on current costs incurred and/or manual percent complete entries.

When selecting this option, you will be asked to specify the range of projects that you want to Calculate Suggested Billings for. Enter the project number or press the **F2** key for special searches.

You will next be asked to specify which project types should be calculated. You may <click> on a single type such as **"Percent Complete"** or you may specify **"All Types"** so that all projects are calculated at once. After you have selected your project type, you may specify manager masks when making these calculations. Once you <click> on the **"Start"** button to begin, the system will look at current costs for each project specified and check the project file to determine the Project Type set up by project and then calculate the appropriate amounts.

You may then proceed to the next option to print the *"Suggested Billing Report"* and the *"AIA Application for Payment/Draw"* to verify all amounts calculated by each project specified. **NOTE:** This option should always be performed prior to running this report, and preceding the option to *"Enter Actual Billings."*

You may re-execute this option as many times as you want, since it only calculates the suggested billing. To update the suggested billing into the actual billing amounts, you must execute the option, *"Update Billing Information."*

The suggested billing will be calculated automatically based on the following criteria by project type:

1) Direct Billing	The suggested billing amounts for **direct billing** type projects are based on the quantity amounts incurred as cost, billed at the unit billing rate of the billing code. Only those project codes that are **Cost & Billing** type codes will be used in this calculation. As each code is processed, if there is a current cost quantity that has not been billed, the system will multiply the quantity times the billing rate for this code. If the billing rate number is **"1,"** then the rate will be the rate that was manually entered for this code. If the billing rate number is **2 - 20**, then the rate will be the unit rate set up in the Master Configuration for this billing rate number. Any **Cost Only** or **Billing Only** codes will not be used in this calculation.
2) Cost Plus	The suggested billing amounts for **Cost Plus** type projects are based on the dollar amounts incurred as cost, multiplied by the **Cost Plus Percentage** set up for this project. Only those project codes that are **Cost & Billing** type will be used in this calculation. As each code is processed, if there is a current cost amount that has not been billed, the system will multiply the cost amount times the **Cost Plus Percentage** for this project. The total billing will be the sum of the cost **and** the cost plus calculated amounts. Any **Cost Only** or **Billing Only** codes will not be used in this calculation.
3) Percent Complete	The suggested billing amounts for **Percent Complete** type projects are based on either the estimated percent complete for each project code *(if entered)* or the calculated cost percent complete. This estimated or calculated percent complete will be multiplied by the amount of the billing budget to determine the Project-To-Date billing amount. Any previous billing amounts will be subtracted from this amount to produce the suggested billing amount. One example of how this works is on billing for concrete. You may set up the first code for overall concrete as a **Billing Only** code with a budget of **$10,000**. After this, there may be several **Cost Only** codes which have the actual costs amounts and budgets. The system will use the estimated percent complete *(if entered)* or the calculated percent complete to determine the overall percent complete of the category for concrete ***(e.g., 50%)***.

	This percentage will be multiplied by the billing budget for concrete to determine the Project-To-Date billing amount ***($10,000 x 50% = $5,000)***. If there were any previous billings performed, they would be subtracted from this Project-To-Date billing amount to calculate the suggested billing amount, assuming **$3,000** as the previous billing amount. ***($5,000 - $3,000 = $2,000)*** This billing will be performed on all billing codes which have a budgeted billing amount and are followed by cost codes which have current period costs.
Completed Contract	The suggested billing amounts for **Completed Contract** type projects are calculated exactly the same as the **Percent Complete** type projects. The way the General Ledger sales accounts are updated is the primary difference between these two billing types.
Bank Draw	The suggested billing amounts for **Bank Draw** type projects are calculated exactly the same as the **Percent Complete** type projects. Billing methods again are the only differences between the two project types.

Results:

coJC1dy.dbf - Project File
- "Bill This Period?" set to (Y)es

coJC2dy.dbf - Project Detail File
- Current Suggested Billing Quantities and Dollars Updated

ENTER/ADJUST ACTUAL BILLING (JC0105)

This option allows you to perform initial entry of project billings or adjust the automatic billing calculations. You may also specify if any costs need to be carried as **"Balance Forward"** into the next billing period.

It is recommended that in the course of the normal billing cycle, after you have performed the option *"Calculate Suggested Billing,"* that you first select the *"Print Billing Reports"* option and print the *"Suggested Billing Worksheet."* This way you may verify how the system is proposing that you currently perform billings for your various projects.

Once you have reviewed this report, you may want to make changes, and that is where this option fits into the cycle. This option allows you to make any necessary changes to the billing cycle before it is performed. You may also use this option when setting up initial billing amounts for a project. A key feature here is the ability to specify that specific costs **NOT** be billed during the current period in which they where incurred, but have their balances brought forward to a future billing period.

This gives you the ability to hold invoicing of specific items without any interruption or inconvenience to your normal invoicing cycle. By placing these specific items in the *"Balance Forward"* category, the system will continue to hold them until you decide to finally invoice them for the project. This also prevents you from closing out any project and inadvertently not billing a client for work or services performed.

You may also find this useful for placing items that may be questionable on a project *"On Hold"* until a resolution can be found. It is important to note that only codes that have been classified as a **"Cost Only"** or a **"Cost and Billing"** code will be allowed to have the balances brought forward.

Upon selecting this option, you will be asked to specify for which project you want to **"Enter or Adjust for Actual Billings."** Enter the project number or press the **F2** key for special searches. After you have selected your project, the screen will re-display with the project name, the special field, the customer number, the project manager, and the project type listed at the top of the screen.

The system will then give you the option to either **"Bill"** or **"Clear"** the suggested amounts. If you <click> on the **"Clear"** button, all suggested billing amounts will be removed and this project will not be included in the billing reports. If you <click> on the **"Bill"** button, you may continue to make your billing adjustments.

A new screen will display and all cost and billing codes will be listed for you to scroll through to select and make adjustments that you would like. <Click> on the **"Adjust"** button for any given line if you wish to change the information for this particular line item.

Once you have <clicked> on the **"Adjust"** button, depending on the type of code it is, your cursor will move to the next appropriate field. If it is a **Cost Only** code, the cursor will move to the New Balance Forward field where you may enter the amount that you wish to place in **"Balance Forward."** Quantities and Amounts may be entered at this point. As you enter the balance forward amounts, the current period cost amounts will be reduced appropriately.

Once you <click> on the **"Save"** button to validate, you will return to the original screen and proceed to the next item to change. If the item is set up as a **Cost and Billing Code**, then the cursor will first move to the Quantity field to allow you to enter the quantity to be billed *(If this feature is turned on).*

Next, the billing amount will automatically be displayed for this item, which you may accept or choose to override at this point. If the code is a **Cost Only** or **Cost and Billing** code, the cursor will next move to the **"BF"** question where you may specify whether you want to place amounts into Balance Forward status.

Any code that is a **Billing Only** code will ask for the quantity and amount that you would like to change and skip to the next line, bypassing the *(Balance Forward)* question. In all instances, the unit of measure will be displayed next to the Quantity field so that you know the type of units that have been assigned to a specific code.

In the case of certain project types such as **"Percent Complete,"** a **"%"** will appear in the unit of measure column for billing codes so that percentage amounts and dollars may be entered at this point. Once you <click> on the **"Save"** button to validate, the system will return to the detail screen. If there are no more changes to be made, then <click> the **"Close"** button on the detail screen and then again on the header screen.

If you have transferred amounts into Balance Forward, you may again select the *"Calculate Suggested Billing"* option to recalculate your current billings. Now you may print the *"Suggested Billing Worksheet" (or any other billing report)* to verify any changes that you have made prior to executing the *"Update Billing Information"* menu option.

Results:

coJC1dy.dbf - Project File
- "Bill This Period?" Updated

coJC2dy.dbf - Project Detail File
- Current Billing Amounts and Current Cost
  and Balance Forward Amounts Updated

RECORD CUSTOMER RETAINAGE (JC0110)

This option allows you to enter customer retainage information for each project. If you are utilizing Accounts Receivable, then this option will be handled automatically.

Upon selecting this option, you will be asked to specify the particular project for which you want to record Customer Retainage. Enter the project number or press the **F2** key for special searches. After you have selected your project, the screen will re-display with the project name, the special field, the customer number, and the project manager listed at the top of the screen.

The system will also immediately calculate total billings that have been billed to the project and determine any retainage amounts that have already been billed to the project and display them in the Current Billings and the Project-To-Date Retainage fields accordingly. The system allows you to enter the retainage percentage that you currently want to post. The system will calculate the amount based on current suggested billings for the project and display it in the next field under Current Retainage.

If you prefer to override this retainage amount, you may enter any number you desire and disregard the percentage calculation. Once this information has been entered, <click> **"Start"** to validate and the retainage will be added to the project. Please note that these amounts do not replace existing retainage amounts already posted to the project but add to them instead.

Since this option is primarily used when you are **not** interactive with the **Accounts Receivable** module, keep in mind that you must come back to this option and reduce the appropriate amount of retainage whenever a retainage invoice is paid. If you are interactive, the system will handle this adjustment automatically. Otherwise, the information maintained here will be significantly overstated.

Results:

coJC1dy.dbf - Project File
- Customer Retainage Amounts Updated

UPDATE BILLING INFORMATION (JC0106)

This option allows you to record the actual billing information as determined by the current period billings information which was calculated and/or entered above. All current period costs will also be capitalized or expensed based on each project type.

This option performs the actual update to the project files for all billings. If you are interactive with the **Accounts Receivable** module, this option will automatically be performed from that module. Once this option is performed, all current billing amounts are recorded as actual billings. This also clears the current cost and billing information to start accumulating billing amounts for the next billing period.

Keep in mind that current period does not necessarily indicate a Month-To-Date basis. The current period represents whatever billing cycle you wish to utilize. You may elect to do billings on a daily, weekly, monthly, quarterly, or annual basis. Whichever method you prefer is how current period totals are calculated. Any numbers in these fields for current period reflect all input to the system since the last time this option was calculated. By selecting this option, you will be asked to specify the range of projects that you want to update. Enter the project number or press the **F2** key for special searches.

After you have selected your range of projects, you will be prompted to specify the project types to be included in this update. You may specify a single type such as **"Percent Complete"** or you may specify **"All Types"** so that all projects are updated at once. Next, you may specify a manager mask when updating. Once you <click> on the **"Start"** button to begin, the system will begin updating all projects and then print an audit trail called *"Update Billing Report"* that will show the project, the billing amount, any cost of sales amounts, and the gross profit and profit percentages. The Project Type specified will appear at the top of the report.

The system will then print a second report called the *"Update Billing Account Summary"* which will give you a complete General Ledger breakdown of all transactions that have just taken place.

Field Names:

- Job/Project Number
- Project Description
- Billing Amount
- Cost of Sales Amount
- Profit
- Profit Percentage
- Totals

Results:

coJC1dy.dbf - Project File
- PTD, YTD & MTD Billing Amounts Updated

coJC2dy.dbf - Project Detail File
- Current Costs and Billings Cleared
- PTD, YTD, and MTD Billing Amounts Updated

coJC3dy.dbf - Transaction File
- Transaction Records Added *(Optional)*

JC2GL.co - GL Batch File
- GL Batch File Updated *(if interactive)*

TRANSFER BILLING BETWEEN CODES (JC0112)

This option allows you to transfer billing amounts from one billing code or phase to another. This feature is designed to move information quickly from one portion of a project to another. This may include transferring billing amounts from one phase of a project to another. When selecting this option, you will be asked to specify the particular project that you want to transfer billings for. Enter the project number or press the **F2** key for special searches. After you have selected your project, the screen will re-display with the project name, the customer number, and the project manager listed at the top of the screen.

Eight data items then follow and they are described here.

From - Cost Code
From - Detailed Description

This is the source project code and detailed description from which you are transferring billings. Enter the project code or press the **F2** key to display a scrolling screen for a list of project codes. Then, enter the detail description attached to this billing code or press the **F2** key for a list of detail descriptions. This assumes that this particular feature is turned on. You must enter a **Billing Only** or **Cost & Billing** type code or you will be given an error message at the bottom of the screen **"This is a cost only code."**

To - Cost Code
To - Detailed Description

This is the destination project code and detailed description to which you are transferring billings. Enter the project code or press the **F2** key to display a scrolling screen for a list of project codes. Then, enter the detail description attached to this billing code or press the **F2** key for a list of detail descriptions. This assumes that this particular feature is turned on.

Trans. Description	This is a thirty **(30)** character *(alpha/numeric)* description field that allows you to input any applicable description for this particular posting. This description will print on the Transaction Detail report for auditing purposes.
Quantity	This field allows you to enter the quantity for this billing code *(if you have this feature turned on)*. The unit of measure will automatically be displayed to the right of this field.
Unit Bill	If the unit billing rate had already been established when the cost code was set up, this amount will then automatically appear in this field. You may, however, override this amount for this posting.
Extended Bill	This field is the extended amount based on the quantity and unit billing rate amounts entered. If no amounts were specified, you may simply enter the total amount for this cost code. Once you have entered the information you desire, <click> on the **"Transfer"** button to validate and an audit trail of the transaction posting will be printed *(if you have this feature turned on)*. The system will then ask for the next cost code and detail description for transferring billings. When you are done transferring all costs, <click> on the **"Cancel Job"** button and then the **"Close"** button to exit.

Results:

coJC2dy.dbf - Project Detail File
- PTD, YTD, MTD, and Current Billings Adjusted

coJC3dy.dbf - Transaction File
- Transaction Records Added *(Optional)*

JC2GL.co - GL Batch File
- GL Journal Entry Added *(if interactive)*

ENTER ESTIMATED PERCENT COMPLETE (JC0103)

This option allows you to enter the manually calculated cost or billing percent complete which will be used for calculating suggested billing percents or anticipated cost overruns.

At any given time you have the ability to adjust your estimated percent complete by selecting this option. You may want to use this option when management decisions need to be made for a project, regardless of the actual costing information that has been posted to a project. In many instances, actual progress on a project does not correspond with the cost percent complete. Billing and reporting requirements may demand a more accurate completion schedule which is more in line with the actual status of the project. That is what this option is designed to allow you to do.

By selecting this option, you will be asked to specify the range of projects that you want to select. Enter the project number or press the **F2** key for special searches. After you have selected your range of projects, you may specify a manager mask when entering this information.

The next screen will display the project number, the special field, the customer number, and the project manager at the top of the screen. Two data items will allow you to enter the estimated percent complete. The first will allow you to simply enter an estimation percentage for the whole project.

<Click> on the **"Detail"** button if you want to specify estimated percentages in detail for each cost or billing code on the project. After <clicking> on the **"Detail"** button, a new screen will overlay the current screen and display each cost or billing code, its description, and its current estimated percent of completion.

You may move your cursor up or down to select a specific cost or billing code to change the estimated percent complete. If you <click> on the **"Change"** button for any given line, a screen will appear to enter the estimate amount. Enter the new amount and then <click> on the **"Save"** button. Once you have completed your updates, <click> on the **"Cancel"** button and it will return you to the initial screen. You will then want to <click> on the **"Update"** button to validate all your changes.

You will then be prompted for the next project that you may have specified. This manually entered estimated percent complete will be used on many reports to provide comparisons of actual amounts to budgets.

Results:

coJC1dy.dbf - Project File
- Overall Percent Complete Updated

coJC2dy.dbf - Project Detail File
- Detail Percent Complete Updated

RECORD A COMPLETED PROJECT (JC0111)

This option allows you to record the final completion or cancellation of a project. Any necessary billing will be performed and all Work-In-Process costs will be expensed. By selecting this option, you will be asked to specify the project that you want to complete. Enter the project number or press the **F2** key for special searches.

After the project has been selected, the system will display a screen which shows you the project number and description, special field, customer number, and manager information. The system will then calculate the information necessary to complete the project **and** display the original contract amount, current billing, **AR** retainage, current costs, balance forward amount, and **AP** retainage.

If the project type is **Bank Draw**, the contract amount and current billing will be replaced with maximum draw and current draw. The system will then display two data items which are needed to complete the project.

These items are described as follows.

Total Revenue Amount	This item contains the total amount of revenue for the project. The default will be the original contract amount of the project. If this amount is greater than the current billing amount shown above, the difference will be billed during the completion process. If the Total Revenue Amount is less than or equal to the current billing amount, no billing will be performed.
Cost Code Number	This item contains the billing code that will be used for any final billing that must be performed. This code must be entered and must exist in the Cost and Billing Code file. The description of this billing code will be displayed below this data item. After you have entered the above data items, you may <click> on the "Start" button to begin the completion process. At this point, any final billing will be performed and all Work-In-Process costs will be expensed.

After the project has been completed, the system will ask you for the next project to complete. You may enter another project, or <click> on the **"Close"** button to exit this option. As each project is completed, the system will print an audit trail called *"Record a Completed Project Report"* that will show the project, the billing amount, any cost of sales amount, and the gross profit and profit percentage.

The system will then print a second report called the *"Record a Completed Project Account Summary,"* which will give you a complete General Ledger breakdown of all transactions that have just taken place. For **Direct Billing**, **Cost Plus**, and **Percent Complete** type projects, the transaction entries and General Ledger updates will be the same as those made during the **"Update Billing"** option as described earlier in this chapter.

For **Completed Contract** type projects, the current billing amount will be reversed out of the Advanced Billings account number and recognized as Revenue. All Project-To-Date cost amounts will be expensed to the Cost of Sales account. For **Bank Draw Contract** type projects, the entire contract billing amount will be recognized as Revenue. Any amount in the Draws Payable account should be reversed separately when you choose to repay the draws that you have received from the bank. All Project-To-Date cost amounts will be expensed to the Cost of Sales account.

Field Names:

- Job/Project Number
- Project Description
- Billing Amount
- Cost of Sales Amount
- Profit
- Profit Percentage
- Totals

Results:

coJC1dy.dbf - Project File
- Project Marked as Completed
- Final Billing Figures Updated

coJC2dy.dbf - Project Detail File
- Final Billing Figures Updated

coJC3dy.dbf - Transaction File *(optional)*
- Final Billing and Cost of Sales Records Added

JC2GL.co - GL Batch File *(optional)*
- Final Billing and Cost of Sales Entries Added

This page intentionally left blank.

CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **Job Cost Main Module.** The equations used to calculate the amounts on the reports; and how these reports are generated *(through the use of various questions asked by the system)* are discussed here.

Reports illustrate the results of transactions from the options within this module or from another integrated **Infinity POWER** module. Reports do not update the actual files. The reports included here reflect sample information input into the sample company and only reflect an example of the way a company may utilize certain features within this module. All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports.

Do not assume that these reports reflect the only way in which they may either be structured or the fashion in which they may be printed. These reports may be used as a cross reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

CTRL + O (Output Options)
Destination - Printer Choice, E-Mail or Display
Report Titles
E-mail Settings - Recipient and Subject
Font Attributes
Report Print Options
Displayed Report Options
Range of Accounts
Data Record Retrieval
Report Sorting Preference
Masking (Wildcards)
Period to Report On
Cancel the Print Job

CTRL + O (Output Options)

You are able to change your Output Options *(printing preference)* at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select **"Printer,"** this will cause the output to be generated to whichever printer device you currently have as ***"active"*** in the **Windows** operating system. You may choose to change printers by <clicking> on the **"Print Options"** button and selecting another printer that you have set up in your Windows program. Also, by choosing **"Printer,"** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select **"E-Mail,"** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **"To"** field. Make sure to enter their e-mail address and not just their name. The **"Subject"** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

NOTE

Be sure you have defined your **"E-Mail Host"** in the Output section of the Configuration Settings, otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select **"Display,"** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **"text"** file for a myriad of uses. It is also an output option to export the report to an excel file. You may do the same in Windows.

Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select Print as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts…** button to open the **Font** window. From this window select different fonts, add special effects such as underlining, change the color, font style (bold, italics, bold italic, etc), and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

NOTE

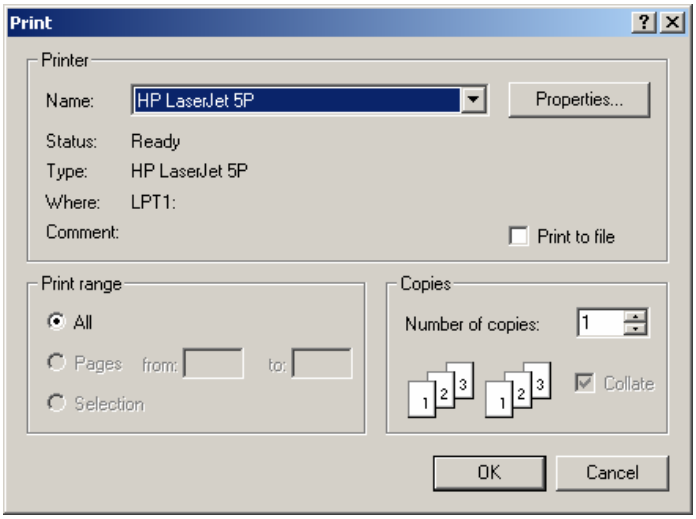
If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the **Infinity POWER** system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <clicking> the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If E-Mail is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

Report Print Options

In the **Printer Settings** section, <click> on the **Options…** button to open the **Print** window. You can select the entire report, the current page, a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.



Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the **#** toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By <clicking> the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

Range of Accounts

When asked to define the range of account numbers to report on, place your cursor on the ***"Beginning Account #"*** field and press the **Input Help Hot Key** ***(F2 by default)*** to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then press the **Input Help Hot Key** ***(F2 by default)*** to gain access to the account listing to choose your ending number.

Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <clicked> in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

First Record	This option will allow you to select the first record in the requested file.
Next Record	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
Current Record	This option will allow you to select the last record that was accessed.
Scroll View	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
Previous Record	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
Last Record	This option will allow you to select the last record in the requested file.

Report Sorting Preference

This refers to the order in which items will print on reports. This is handled through the method in which you choose the beginning and ending account range. For example, you will be given two choices when you select your beginning and ending account number when using the **Input Help Hot Key** ***(F2 by default)***:

- **Account Number**
- **Description**

Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the description of the account number by selecting your account range by **"Description."**

Masking (Wildcards)

The account number mask is a field which gives you the ability to set up a specific search and have the system only retrieve those items defined within the parameters of that search. This is very beneficial if you want to print all reports for a particular department or location.

Your account number is the key to how specific information may be searched on. The account number length will be reflected in the mask field on your screen.

The project number mask field would appear on your screen as:

[ ]
***123567890**

Assuming that you were utilizing a five digit project number with the last two digits representing the department or location number (e.g., "**03**"), to print a report that would mask for a department or location you would enter the following:

[03]
123456789012345678 90

The areas not being masked can either be spaces or question marks. Question marks are the standard wildcard format.

Period to Report On

If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

Cancel the Print Job

<Clicking> on the **"Cancel"** button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

BILLING REPORTS

Four reports are available by selecting the Billing Reports menu option:

1) **Suggested Billing Worksheet**
2) **Actual Billing Summary**
3) **Application for Payment/Draw**
4) **Project-To-Date Billing Report**

Each report is discussed in the following sections.

Suggested Billing Worksheet (JC0201)

This option provides a report which displays the suggested billing information by project. In addition, all cost information is detailed or summarized for your reference. You may use this report as a worksheet to calculate your actual billings.

Upon selecting this option, you will be asked to specify the range of projects on which you wish to report. Enter the project number or press the **F2** key for near matches. After you have selected your range of projects, you will be prompted to specify the project types to be included in this report. You may specify a single type such as **"Percent Complete"** or you may specify **"All Types"** so that all projects may be included and you may select a specific Manager or all Managers to print.

You will next be asked to specify which Detail Level should be used when printing this report. This gives you the flexibility to determine how detailed you want to see this report. You may only be interested in totals by overall project code. However, you may want to see all detail by employee or material items for detail billing purposes. Whichever your preference, simply specify the level desired and a mask may be selected on the jobs to be included when printing this report. Once you <click> on the **"Start"** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report. Only jobs that are open will print on this report.

Field Names:

- Project/Job #
- Customer #
- Description
- Manager
- Actual Costs
- Project-To-Date
- Project-To-Date
- Current Period
- Complete *(Percent)*
- Actual
- Grand Totals
- Suggested Billing Amounts- Current Period

NOTE

All Amounts are listed by Dollar Amounts and by Quantity Amounts displayed as $: and Q: respectively.

Suggested Billing Worksheet (Detail Level: Type)

Infinity POWER Sample Company, Inc.
Suggested Billing Worksheet
(Detail Level: Type)

Page 1
(4) 04/06/2006

Project# / Customer	Description	Manager /	Actual Costs PTD	Current	Billing Information PTD	Suggested	Complete	Actual
96-0013	Hart's Nursery	BM						
HARC1	Fred Hart							
* Project Type : Bank Draw								
* Contract Amount: $165,000.00								
* Maximum Draw : $135,000.00								
* PTD Draw Amount: $121,185.25								
1	Commercial Construction	$:	$148,134.56	$2,900.00	$165,000.00	$0.00	102.21%	
		Q:	2,340.00	0.00	0.00	0.00	1258.06%	
9*	Overhead Allocated	$:	$0.00	$0.00	$0.00	$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
** Grand Totals:		$:	$148,134.56	$2,900.00	$165,000.00	$0.00	102.21%	
		Q:	2,340.00	0.00	0.00	0.00	1258.06%	

* Number of records printed: 1

Suggested Billing Worksheet (Detailed Level: Phase)

Infinity POWER Sample Company, Inc.
Suggested Billing Worksheet
(Detail Level: Phase)

Page 1
(4) 04/06/2006

Project# / Customer	Description	Manager /	Actual Costs PTD	/ / Current	Billing Information PTD	/ Suggested	Complete	Actual
96-0013	Hart's Nursery	BM						
HARC1	Fred Hart							
* Project Type : Bank Draw								
* Contract Amount: $165,000.00								
* Maximum Draw : $135,000.00								
* PTD Draw Amount: $121,185.25								
1	Commercial Construction							
1 C	Concrete	$:	$52,911.63	$250.00	$59,300.00	$0.00	101.29%	
		Q:	1,330.00	0.00	0.00	0.00	715.05%	
1 F	Framing	$:	$45,487.80	$2,000.00	$51,300.00	$0.00	105.05%	
		Q:	482.00	0.00	0.00	0.00	0.00%	
1 R	Roofing	$:	$49,735.13	$650.00	$54,400.00	$0.00	100.68%	
		Q:	528.00	0.00	0.00	0.00	0.00%	
* Total Commercial Construction		$:	$148,134.56	$2,900.00	$165,000.00	$0.00	102.21%	
		Q:	2,340.00	0.00	0.00	0.00	1258.06%	
9*	Overhead Allocated							
* Total Overhead Allocated		$:	$0.00	$0.00	$0.00	$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
** Grand Totals:		$:	$148,134.56	$2,900.00	$165,000.00	$0.00	102.21%	
		Q:	2,340.00	0.00	0.00	0.00	1258.06%	

* Number of records printed: 1

Suggested Billing Worksheet (Detailed Level: Code)

Infinity POWER Sample Company, Inc.
Suggested Billing Worksheet
(Detail Level: Code)

Page 1
(4) 04/06/2006

Project# / Customer	Description	Manager	Actual Costs PTD	Actual Costs Current	Billing Information PTD	Billing Information Suggested	Complete	Actual
96-0013	Hart's Nursery	BM						
HARC1	Fred Hart							
* Project Type : Bank Draw								
* Contract Amount: $165,000.00								
* Maximum Draw : $135,000.00								
* PTD Draw Amount: $121,185.25								
1	Commercial Construction							
1 C	Concrete	$:	$0.00	$0.00	$59,300.00	$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
1 C L	Concrete - Labor							
1 C L	Concrete - Labor	$:	$1,100.00	$0.00	-	-	100.00%	
	Conners, Charles S.	Q:	80.00	0.00	-	-	100.00%	
1 C L	Concrete - Labor	$:	$1,350.00	$0.00	-	-	100.00%	
	Elliot, Frank	Q:	80.00	0.00	-	-	80.00%	
1 C L	Concrete - Labor	$:	$975.00	$0.00	-	-	100.00%	
	Franklin, Albert T.	Q:	80.00	0.00	-	-	8000.00%	
1 C L	Concrete - Labor							
* Total Concrete - Labor		$:	$3,425.00	$0.00	$59,300.00	$0.00	100.00%	
		Q:	240.00	0.00	0.00	0.00	132.60%	
1 C M	Concrete - Materials	$:	$9,520.00	$0.00	-	-	100.00%	
	3000 PSI Concrete	Q:	1.00	0.00	-	-	100.00%	
1 C M	Concrete - Materials	$:	$1,872.00	$0.00	-	-	92.86%	
	Reinforcement Rods	Q:	1.00	0.00	-	-	100.00%	
1 C M	Concrete - Materials	$:	$1,057.50	$0.00	-	-	94.00%	
	Sand	Q:	1.00	0.00	-	-	100.00%	
1 C M	Concrete - Materials	$:	$2,700.00	$0.00	-	-	120.00%	
	Scaffold	Q:	1.00	0.00	-	-	100.00%	
1 C M	Concrete - Materials	$:	$0.00	$0.00	-	-	0.00%	
	Vendor:SUN1	Q:	929.00	0.00	-	-	0.00%	
1 C M	Concrete - Materials	$:	$6,159.23	$0.00	-	-	102.67%	
	Wire	Q:	1.00	0.00	-	-	100.00%	

Infinity POWER Sample Company, Inc.
Suggested Billing Worksheet
(Detail Level: Code)

Project# / Customer	Description	Manager	Actual Costs PTD	Actual Costs Current	Billing Information PTD	Billing Information Suggested	Complete	Actual
1 C M	Concrete - Materials	$:	$18,627.90	$0.00	–	–	100.15%	
	yds of concrete	Q:	1.00	0.00	–	–	100.15%	
* Total Concrete - Materials		$:	$39,936.63	$0.00	$0.00	$0.00	101.08%	
		Q:	935.00	0.00	0.00	0.00	18700.00%	
1 C S	Concrete - Sub-Contract	$:	$250.00	$250.00	–	–	0.00%	
	Supplier:PICF	Q:	0.00	0.00	–	–	0.00%	
1 C S	Concrete - Sub-Contract	$:	$9,300.00	$0.00	–	–	100.00%	
	Vendor:S&S	Q:	155.00	0.00	–	–	100.00%	
* Total Concrete - Sub-Contract		$:	$9,550.00	$250.00	$0.00	$0.00	102.69%	
		Q:	155.00	0.00	0.00	0.00	0.00%	
* Total Concrete		$:	$52,911.63	$250.00	$59,300.00	$0.00	101.29%	
		Q:	1,330.00	0.00	0.00	0.00	715.05%	
1 F	Framing	$:	$0.00	$0.00	$51,300.00	$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
1 F L	Framing - Labor							
1 F L	Framing - Labor	$:	$1,325.00	$0.00	–	–	0.00%	
	Conners, Charles S.	Q:	80.00	0.00	–	–	0.00%	
1 F L	Framing - Labor	$:	$1,525.00	$0.00	–	–	0.00%	
	Elliot, Frank	Q:	80.00	0.00	–	–	0.00%	
1 F L	Framing - Labor	$:	$397.50	$0.00	–	–	0.00%	
	Franklin, Albert T.	Q:	24.00	0.00	–	–	0.00%	
1 F L	Framing - Labor	$:	$1,325.00	$0.00	–	–	0.00%	
	Wright, Ron	Q:	80.00	0.00	–	–	0.00%	
* Total Framing - Labor		$:	$4,572.50	$0.00	$0.00	$0.00	106.34%	
		Q:	264.00	0.00	0.00	0.00	0.00%	
1 F M	Framing - Materials							
1 F M	Framing - Materials	$:	$2,000.00	$2,000.00	$0.00	$0.00	0.00%	
	Supplier:FLO1	Q:	0.00	0.00	0.00	0.00	0.00%	

Infinity POWER Sample Company, Inc.
Suggested Billing Worksheet
(Detail Level: Code)

Project# / Customer	Description	Manager	Actual Costs PTD	Actual Costs Current	Billing Information PTD	Billing Information Suggested	Complete	Actual
1 F M	Framing - Materials	$:	$25,895.30	$0.00	$0.00	$0.00	0.00%	
	Vendor:FLO1	Q:	1.00	0.00	0.00	0.00	0.00%	
* Total Framing - Materials		$:	$27,895.30	$2,000.00	$0.00	$0.00	107.29%	
		Q:	1.00	0.00	0.00	0.00	0.00%	
1 F S	Framing - Sub-Contract							
1 F S	Framing - Sub-Contract	$:	$13,020.00	$0.00	–	–	0.00%	
	Vendor:S&S	Q:	217.00	0.00	–	–	0.00%	
* Total Framing - Sub-Contract		$:	$13,020.00	$0.00	$0.00	$0.00	100.15%	
		Q:	217.00	0.00	0.00	0.00	0.00%	
* Total Framing		$:	$45,487.80	$2,000.00	$51,300.00	$0.00	105.05%	
		Q:	482.00	0.00	0.00	0.00	0.00%	
1 R	Roofing	$:	$0.00	$0.00	$54,400.00	$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
1 R L	Roofing - Labor							
1 R L	Roofing - Labor	$:	$1,275.00	$0.00	–	–	0.00%	
	Conners, Charles S.	Q:	80.00	0.00	–	–	0.00%	
1 R L	Roofing - Labor	$:	$1,350.00	$0.00	–	–	0.00%	
	Elliot, Frank	Q:	80.00	0.00	–	–	0.00%	
1 R L	Roofing - Labor	$:	$1,275.00	$0.00	–	–	0.00%	
	Franklin, Albert T.	Q:	80.00	0.00	–	–	0.00%	
1 R L	Roofing - Labor	$:	$637.50	$0.00	–	–	0.00%	
	Gordon, Jim	Q:	40.00	0.00	–	–	0.00%	
1 R L	Roofing - Labor							
* Total Roofing - Labor		$:	$4,537.50	$0.00	$0.00	$0.00	92.60%	
		Q:	280.00	0.00	0.00	0.00	0.00%	
1 R M	Roofing - Materials							

Infinity POWER Sample Company, Inc.
Suggested Billing Worksheet
(Detail Level: Code)

Project# / Customer	Description	Manager	Actual Costs PTD	Actual Costs Current	Billing Information PTD	Billing Information Suggested	Complete	Actual
1 R M	Roofing - Materials	$:	$29,727.63	$0.00	$0.00	$0.00	0.00%	
	Vendor:BOW1	Q:	1.00	0.00	0.00	0.00	0.00%	
* Total Roofing - Materials		$:	$29,727.63	$0.00	$0.00	$0.00	100.09%	
		Q:	1.00	0.00	0.00	0.00	0.00%	
1 R S	Roofing - Sub-Contract							
1 R S	Roofing - Sub-Contract	$:	$650.00	$650.00	–	–	0.00%	
	Supplier:PICF	Q:	0.00	0.00	–	–	0.00%	
1 R S	Roofing - Sub-Contract	$:	$14,820.00	$0.00	–	–	0.00%	
	Vendor:S&S	Q:	247.00	0.00	–	–	0.00%	
* Total Roofing - Sub-Contract		$:	$15,470.00	$650.00	$0.00	$0.00	104.53%	
		Q:	247.00	0.00	0.00	0.00	0.00%	
* Total Roofing		$:	$49,735.13	$650.00	$54,400.00	$0.00	100.68%	
		Q:	528.00	0.00	0.00	0.00	0.00%	
* Total Commercial Construction		$:	$148,134.56	$2,900.00	$165,000.00	$0.00	102.21%	
		Q:	2,340.00	0.00	0.00	0.00	1258.06%	
9*	Overhead Allocated							
* Total Overhead Allocated		$:	$0.00	$0.00	$0.00	$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
** Grand Totals:		$:	$148,134.56	$2,900.00	$165,000.00	$0.00	102.21%	
		Q:	2,340.00	0.00	0.00	0.00	1258.06%	

* Number of records printed: 1

Actual Billings Summary (JC0202)

This report prints the current billing information for each project. This information will be recorded automatically when you select the option *"Update Billing Information."*

This report is designed to give you the necessary detail for you to see what is specifically going to be updated to each of your projects when you select the *"Update Billing Information"* menu option. If you find any changes that need to be made, you may execute the option *"Enter/Adjust Actual Billing"* before proceeding. If you do make any changes, you should print this report again to verify all changes made to the system.

Upon selecting this option, you will be asked to specify the range of projects on which you wish to report. Enter the project number or press the **F2** key for near matches. After you have selected your range of projects, you will be prompted to specify the project types to be included in this report. You may specify a single type such as **"Percent Complete"** or you may specify **"All Types"** so that all projects may be included and you may select a specific Manager or all Managers to print.

You will next be asked to specify which Detail Level should be used when printing this report. This gives you the flexibility to determine how detailed you want to see this report. You may only be interested in totals by overall project code. However, you may want to see all detail by employee or material items for detail billing purposes. Whichever your preference, simply specify the level desired and a mask may be selected on the jobs to be included when printing this report.

Once you <click> on the **"Start"** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

Field Names:

- Job/Project Number
- Project Description
- Type
- Customer Name
- Manager #
- Manager Name
- Project Code
- Sales Code
- Project Code Description
- Percent Complete
- Quantity
- U/M *(Unit of Measure)*
- Unit *(Price)*
- Bill Amount
- Total

Actual Billing Summary

Infinity POWER Sample Company, Inc. Page 1
Actual Billing Summary (4) 04/06/2006

Project#	Description	Type	Customer	Name	Mgr #	Name
96-0013	Hart's Nursery	Bank Draw	HARC1	Fred Hart	BM	Bill Maguire

Cost Code	Sales Code	Description	Quantity	U/M	Rate	Bill Amount
1 C	51101	Concrete	25.00	Each	$300.00	$7,500.00
				Total:		$7,500.00

* Number of records printed: 1

Application for Payment/Draw (JC0223)

This report provides a document which summarizes the information generally accepted as adequate backup for requesting a progress billing or bank draw on a project. This report is in the same format as the A.I.A. Application for Payment/Draw report **(G703).**

Upon selecting this option, you will be asked to specify the range of projects on which you wish to report. Enter the project number or press the **F2** key for near matches. Next, you will be prompted to specify the Detail Level that you want to be included in this report. The following screen will then prompt you to specify the report type to print. Your choices are:

1) **Billing Information**
2) **Cost Information (Draw)**

Based on your type of business, you would use the following as a guideline as to which method you would select.

Billing Information

If you are a Sub-Contractor or any other firm that is required to provide billings based on the American Institute of Architects reporting requirements, then you would specify option #1 as the method to use when printing this report. The option **"Calculate Suggested Billing"** should be performed before printing this report to allow the report to show current billing dollars.

Cost Information (Draw)

If you are a Custom Home Builder or any other firm that collects draws based on cost incurred on a project, then you would specify Cost Information as the method to use when printing this report.

You may select a specific Manager or all Managers to print and you will need to specify which Detail Level should be used when printing this report. This gives you the flexibility to determine how detailed you want to see this report. You may only be interested in totals by overall project code. However, you may want to see all detail by employee or material items for detail billing purposes. Whichever your preference, simply specify the level desired and a mask may be selected on the jobs to be included when printing this report.

Once you <click> on the **"Start"** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

Field Names:

- Job/Project Number
- Project Description
- Scheduled Value *(Budget)*
- Previous Amount *(PTD - Current)*
- Current Amount
- Total Completed *(Previous + Current)*
- Percent Complete *(Total / Budget x 100)*
- Balance to Finish *(Budget - Total)*
- Retainage *(Current & Total)*
- Grand Total

Application for Payment/Draw (Billing Information)

Infinity POWER Sample Company, Inc.
Application for Payment / Draw
(Detail Level: Phase)

Page 1
(4) 04/28/2006

Project#	Description	Scheduled Value	Previous Amount Current Amount	Total Completed	Percent Complete	Balance to Finish	Retainage Cur./Total
96-0013	Hart's Nursery						
1	Commercial Construction	$0.00	$0.00 $0.00	$0.00	0.00%	$0.00	$0.00 $0.00
1 C	Concrete	$59,300.00	$59,300.00 $7,500.00	$66,800.00	112.65%	$7,500.00-	$1,125.00 $10,020.00
1 F	Framing	$51,300.00	$51,300.00 $0.00	$51,300.00	100.00%	$0.00	$0.00 $7,695.00
1 R	Roofing	$54,400.00	$54,400.00 $0.00	$54,400.00	100.00%	$0.00	$0.00 $8,160.00
* Total Commercial Construction		$165,000.00	$165,000.00 $7,500.00	$172,500.00	104.55%	$7,500.00-	$1,125.00 $25,875.00
9*	Overhead Allocated						
* Total Overhead Allocated		$0.00	$0.00 $0.00	$0.00	0.00%	$0.00	$0.00 $0.00
** Grand Totals:		$165,000.00	$165,000.00 $7,500.00	$172,500.00	104.55%	$7,500.00-	$1,125.00 $25,875.00

* Number of records printed: 1

Application for Payment/Draw (Cost Information)

Infinity POWER Sample Company, Inc.
Application for Payment / Draw
(Detail Level: Phase)

Page 1
(4) 04/28/2006

Project#	Description	Scheduled Value	Previous Amount Current Amount	Total Completed	Percent Complete	Balance to Finish	Retainage Cur./Total
96-0013	Hart's Nursery						
1	Commercial Construction						
1 C	Concrete	$52,235.25	$52,661.63 $250.00	$52,911.63	101.29%	$676.38-	$37.50 $7,936.74
1 F	Framing	$43,300.00	$43,487.80 $2,000.00	$45,487.80	105.05%	$2,187.80-	$300.00 $6,823.18
1 R	Roofing	$49,400.00	$49,085.13 $650.00	$49,735.13	100.68%	$335.13-	$97.50 $7,460.27
* Total Commercial Construction		$144,935.25	$145,234.56 $2,900.00	$148,134.56	102.21%	$3,199.31-	$435.00 $22,220.19
9*	Overhead Allocated	$0.00	$0.00 $0.00	$0.00	0.00%	$0.00	$0.00 $0.00
* Total Overhead Allocated		$0.00	$0.00 $0.00	$0.00	0.00%	$0.00	$0.00 $0.00
** Grand Totals:		$144,935.25	$145,234.56 $2,900.00	$148,134.56	102.21%	$3,199.31-	$435.00 $22,220.19

* Number of records printed: 1

Project-To-Date-Billing Report (JC0204)

This report provides a detailed breakdown of all billings for a project from inception to date. Budget comparison and quantity tracking are also provided.

This report is designed to give you the necessary detail for you to review all billing information for each project. By selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches.

After you have selected your range of projects, you may specify a manager mask when printing this report. Next, you will be prompted to specify the Detail Level that you want to be included in this report. If you have configured the system to allow quantity tracking, you will then be asked if you would like to include quantities on the report. If you <click> on the checkbox, both billing dollars and quantities will be shown on the report. Once you <click> on the **"Start"** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

Field Names:

- Job/Project Number
- Project Description
- Billing Code
- Billing Code Description
- Detailed Description
- Current Billing Amount
- Month-to-Date Billing Amount
- Year-to-Date Billing Amount
- Project-to-Date Billing Amount
- Budget Amount
- Variance *(Budget - PTD)*
- Percent Complete *(PTD / Budget x 100)*
- Estimated Percent Complete

Project-To-Date Billing Report

Infinity POWER Sample Company, Inc.
Project-To-Date Billing Report
(Detail Level: Phase)

Page 1
(4) 04/28/2006

Project#	Description		Current Bill MTD Bill	YTD Bill PTD Bill	Budget	Variance	Complete	Est. %
96-0013	Hart's Nursery							
1	Commercial Construction							
1	Commercial Construction	$:	$0.00	$28,900.00	$88,200.00	$0.00	100.00%	
			$28,900.00	$88,200.00				
		Q:	0.00	0.00	0.00	0.00	0.00%	
			0.00	0.00				
1 F	Framing	$:	$0.00	$28,145.05	$235,200.00	$155,754.95	33.78%	
			$28,145.05	$79,445.05				
		Q:	0.00	0.00	0.00	0.00	0.00%	
			0.00	0.00				
1 R	Roofing	$:	$0.00	$31,065.38	$166,600.00	$81,134.62	51.30%	
			$31,065.38	$85,465.38				
		Q:	0.00	0.00	0.00	0.00	0.00%	
			0.00	0.00				
* Total Commercial Construction		$:	$0.00	$88,110.43	$490,000.00	$236,889.57	51.66%	
			$88,110.43	$253,110.43				
		Q:	0.00	0.00	0.00	0.00	0.00%	
			0.00	0.00				
9*	Overhead Allocated							
* Total Overhead Allocated		$:	$0.00	$0.00	$0.00	$0.00	0.00%	
			$0.00	$0.00				
		Q:	0.00	0.00	0.00	0.00	0.00%	
			0.00	0.00				
** Grand Totals:		$:	$0.00	$88,110.43	$490,000.00	$236,889.57	51.66%	0.00%
			$88,110.43	$253,110.43				
		Q:	0.00	0.00	0.00	0.00	0.00%	0.00%
			0.00	0.00				

* Number of records printed: 1

COST/CHARGES REPORTS

Four reports are available by selecting the Cost/Charges Reports menu option:

1) **Budget Comparison Report**
2) **Estimate to Complete Report**
3) **Cost Classification Summary**
4) **Project-To-Date Cost Report**

Each report is discussed here.

Budget Comparison Report (JC0205)

This report provides a detailed comparison of all costs to estimated budgets for a project, from inception to date. Quantity tracking may also be reported.

This report is designed to give you a detailed comparison by cost code of budget amounts verses your actual costs for each project. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches.

After you have selected your range of projects, you may specify a manager mask when printing this report. Next, you will be prompted to specify the Detail Level that you want to be included in this report as well as a job number mask. Once you <click> on the **"Start"** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

Field Names:

- Job/Project Number
- Project Description
- Cost Code
- Cost Code Description
- Detailed Description
- Current Cost Amount
- Month-to-Date Cost Amount
- Year-to-Date Cost Amount
- Project-to-Date Cost Amount
- Budget Amount
- Variance *(Budget - PTD)*
- Percent Complete *(PTD / Budget x 100)*
- Estimated Percent Complete
- Known Cost Overrun
  (Amount of Cost over Calculated Cost based on Estimated Percent Complete)
- Estimated Cost Overrun
  (Projected Cost overrun based on Known Cost Overrun, as Percent, times the Budgeted Amount)

Budget Comparison Report

Infinity POWER Sample Company, Inc.
Budget Comparison Report
(Detail Level: Phase)

Page 1
(4) 04/28/2006

Project#	Description	Current Amount	% of Cost % of Bud.	PTD Cost PTD Budget	Variance	Complete Estimate	Known Overrun Est. Overrun
96-0013	Hart's Nursery						
1	Commercial Construction						
1	Commercial Construction	$341.25	0.50% 0.60%	$67,701.38 $56,882.75	$10,818.63-	119.02%	$14,699.13 $14,699.13
1 F	Framing	$529.92	1.07% 0.37%	$49,557.92 $145,149.20	$95,591.28	34.14%	$0.00 $0.00
1 R	Roofing	$653.54	1.22% 0.63%	$53,605.77 $103,221.23	$49,615.46	51.93%	$12,022.50 $12,022.50
* Total Commercial Construction		$1,524.71	0.89% 0.50%	$170,865.07 $305,253.18	$134,388.11	55.97%	$26,721.63 $26,721.63
9*	Overhead Allocated	$0.00	0.00% 0.00%	$1,928.46 $0.00	$1,928.46-	0.00% 8.00%	$0.00 $0.00
* Total Overhead Allocated		$0.00	0.00% 0.00%	$1,928.46 $0.00	$1,928.46-	0.00%	$0.00 $0.00
** Grand Totals:		$1,524.71	0.88% 0.50%	$172,793.53 $305,253.18	$132,459.65	56.61% 0.00%	$26,721.63 $26,721.63

* Number of records printed: 1

Estimate to Complete Report (JC0220)

This report provides an analysis of anticipated quantity shortages or overruns on a project based on the current calculation of **"Known Cost Overrun."**

This report is designed to give you a detailed comparison by cost code of budgeted quantities verses your actual quantities used for each project. You may only print this report if you have configured the system to allow quantity tracking. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches.

After you have selected your range of projects, you may specify a manager mask when printing this report. Next, you will be prompted to specify the Detail Level that you want to be included in this report and you may also specify a job number mask as well.

Once you <click> on the **"Start"** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

Field Names:

- Job/Project Number
- Project Description
- Cost Code
- Cost Code Description
- Detailed Description
- Current Cost Quantity
- Month-to-Date Cost Quantity
- Year-to-Date Cost Quantity
- Project-to-Date Cost Quantity
- Budget Quantity
- Variance *(Budget - PTD)*
- Percent Complete *(PTD / Budget x 100)*
- Estimated Percent Complete
- Known Quantity Overrun
  (Cost Quantity over Calculated Quantity based on Estimated Percent Complete)
- Estimated Quantity Overrun
  (Projected Quantity Overrun based on Known Quantity Overrun, as Percent, times the Budgeted Quantity)

Estimate to Complete Report

Infinity POWER Sample Company, Inc.
Estimate to Complete Report
(Detail Level: Phase)

Page 1
(4) 04/28/2006

Project#	Description	Current Qty	% of Qty % of Bud.	PTD Qty PTD Budget	Variance	Complete Estimate	Known Overrun Est. Overrun
96-0013	Hart's Nursery						
1	Commercial Construction						
1	Commercial Construction	35.00	0.28% 0.27%	12,463.00 13,178.00	715.00	94.57%	867.00 182.85
1 F	Framing	32.00	1.42% 0.53%	2,261.00 6,066.00	3,805.00	37.27%	0.00 0.00
1 R	Roofing	41.00	1.15% 0.54%	3,555.50 7,616.00	4,060.50	46.68%	112.00 81.14
* Total Commercial Construction		108.00	0.59% 0.40%	18,279.50 26,860.00	8,580.50	68.05%	979.00 263.99
9*	Overhead Allocated	0.00	0.00% 0.00%	0.00 0.00	0.00	0.00% 8.00%	0.00 0.00
* Total Overhead Allocated		0.00	0.00% 0.00%	0.00 0.00	0.00	0.00%	0.00 0.00
** Grand Totals:		108.00	0.59% 0.40%	18,279.50 26,860.00	8,580.50	68.05% 0.00%	979.00 263.99

* Number of records printed: 1

Cost Classification Summary (JC0206)

This report provides a quick summary of all costs for a range of projects based on the specified cost classifications.

This report is designed to give you a summary of all cost codes for each project specified by the cost classifications set up in the Master Configuration. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches. After you have selected your range of projects, you may specify a manager mask. Next you may choose which cost classifications you wish to include on the report. You may choose one, all, or any combination of classes to print.

The system will also print a calculation by unit of measure for each of the cost classifications specified for printing. In addition to the comparison of one cost classification to another by dollars, this calculates a cost per unit of measure. The most common unit of measure would be square feet. However, any other type of unit of measure may be set up in the system.

Field Names:

- Job/Project Number
- Job/Project Description
- For Each Cost Classification:
- Project-to-Date Cost
- Budget
- Variance
- Cost per Unit of Measure
- Totals

Cost Classification Summary

Infinity POWER Sample Company, Inc. Page 1
Cost Classification Summary (4) 04/28/2006

Project#	Description			Labor	Material	Sub-Contr.	Overhead	Sub-Total
96-0013	Hart's Nursery		PTD Cost:	$18,130.26	$114,274.06	$38,460.75	$1,928.46	$172,793.53
			Budget :	$49,775.30	$180,487.88	$74,990.00	$0.00	$305,253.18
			Variance:	$31,645.04	$66,213.82	$36,529.25	$1,928.46-	$132,459.65
	Unit	(2,500.00):	PTD Cost:	$7.25	$45.71	$15.38	$0.77	$69.12
			Budget :	$19.91	$72.20	$30.00	$0.00	$122.10
			Variance:	$12.66	$26.49	$14.61	$0.77-	$52.98
** Totals:			PTD Cost:	$18,130.26	$114,274.06	$38,460.75	$1,928.46	$172,793.53
			Budget :	$49,775.30	$180,487.88	$74,990.00	$0.00	$305,253.18
			Variance:	$31,645.04	$66,213.82	$36,529.25	$1,928.46-	$132,459.65
	Unit	(2,500.00):	PTD Cost:	$7.25	$45.71	$15.38	$0.77	$69.12
			Budget :	$19.91	$72.20	$30.00	$0.00	$122.10
			Variance:	$12.66	$26.49	$14.61	$0.77-	$52.98

* Number of records printed: 1

Project-To-Date Cost Report (JC0207)

This report provides a detailed breakdown of all costs for a project from inception to date. Budget comparison and quantity tracking are also provided.

This report provides you with detailed cost information by cost code for each project. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches. After you have selected your range of projects, you may specify a manager mask. Next, you will be prompted to specify the Detail Level that you want to be included in this report.

If you have configured the system to allow quantity tracking, you will then be asked if you would like to include quantities on the report. If you <click> on the checkbox, both cost dollars and quantities will be shown on the report. Once you <click> on the **"Start"** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

Field Names:

- Job/Project Number
- Project Description
- Cost Code
- Cost Code Description
- Detailed Description
- Current Cost Amount
- Month-to-Date Cost Amount
- Year-to-Date Cost Amount
- Project-to-Date Cost Amount
- Budget Amount
- Variance *(Budget - PTD)*
- Percent Complete *(PTD / Budget x 100)*
- Estimated Percent Complete

Project-To-Date Cost Report

Infinity POWER Sample Company, Inc.
Project-To-Date Cost Report
(Detail Level: Phase)

Page 1
(4) 04/28/2006

Project#	Description		Current Cost MTD Cost	YTD Cost PTD Cost	Budget	Variance	Complete	Est. %
96-0013	Hart's Nursery							
1	Commercial Construction							
1	Commercial Construction	$:	$341.25	$15,039.75	$56,882.75	$10,818.63-	119.02%	
			$14,789.75	$67,701.38				
		Q:	35.00	113.00	13,178.00	715.00	94.57%	
			113.00	12,463.00				
1 F	Framing	$:	$529.92	$6,070.12	$145,149.20	$95,591.28	34.14%	
			$4,070.12	$49,557.92				
		Q:	32.00	135.00	6,066.00	3,805.00	37.27%	
			135.00	2,261.00				
1 R	Roofing	$:	$653.54	$3,870.64	$103,221.23	$49,615.46	51.93%	
			$3,870.64	$53,605.77				
		Q:	41.00	185.50	7,616.00	4,060.50	46.68%	
			185.50	3,555.50				
* Total Commercial Construction		$:	$1,524.71	$24,980.51	$305,253.18	$134,388.11	55.97%	
			$22,730.51	$170,865.07				
		Q:	108.00	433.50	26,860.00	8,580.50	68.05%	
			433.50	18,279.50				
9*	Overhead Allocated	$:	$0.00	$1,928.46	$0.00	$1,928.46-	0.00%	8.00%
			$1,928.46	$1,928.46				
		Q:	0.00	0.00	0.00	0.00	0.00%	8.00%
			0.00	0.00				
* Total Overhead Allocated		$:	$0.00	$1,928.46	$0.00	$1,928.46-	0.00%	
			$1,928.46	$1,928.46				
		Q:	0.00	0.00	0.00	0.00	0.00%	
			0.00	0.00				
** Grand Totals:		$:	$1,524.71	$26,908.97	$305,253.18	$132,459.65	56.61%	0.00%
			$24,658.97	$172,793.53				
		Q:	108.00	433.50	26,860.00	8,580.50	68.05%	0.00%
			433.50	18,279.50				

* Number of records printed: 1

ANALYTICAL REPORTS

Five reports are available by selecting the Analytical Reports menu option:

1) **Billing Status/Cash Flow Report**
2) **Bank Draw & Cash Flow Report**
3) **Estimated Profit Report**
4) **Detailed Analysis**
5) **Project Income/Expense**

Each report is discussed here.

Billing Status/Cash Flow Report (JC0208)

This report provides an analysis of cash flow on a project based on Positive Cash Flow (Billings less Retainage) minus Negative Cash Flow (Costs less Vendor Retainage).

This report is designed to give you the net cash flow for each of your projects. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches. After you have selected your range of projects, you may specify a manager mask and/or a job number mask when printing this report.

Field Names:

- Job/Project Number
- Job/Project Description
- Project Type
- Contract Amount
- Project-to-Date Billings
- Current AR Retainage
- Positive Cash Flow *(PTD Billing - AR Retainage)*
- Project-to-Date Costs
- Vendor (AP) Retainage
- Negative Cash Flow *(PTD Cost - AP Retainage)*
- Net Cash Flow *(Positive - Negative)*

Billing Status/Cash Flow Report

Infinity POWER Sample Company, Inc. — Page 1
Bill Status / Cash Flow Report — (4) 04/28/2006

Project#	Type	Contract Amount	PTD Billing Cur. Retainage	Positive Cash Flow	PTD Cost AP Retain.	Negative Cash Flow	Net Cash Flow
96-0153	Compl. Contract	$475,000.00	$320,000.00	$296,840.13	$249,399.05	$274,176.71	$22,663.42
Univ.of Tampa's New Gym			$23,159.87		$24,777.66-		
** Totals:		$475,000.00	$320,000.00	$296,840.13	$249,399.05	$274,176.71	$22,663.42
			$23,159.87		$24,777.66-		

* Number of records printed: 1

Bank Draw and Cash Flow Report (JC0209)

This report provides an analysis of cash flow on a project based on Positive Cash Flow (Draws less Retainage) minus Negative Cash Flow (Costs less Vendor Retainage).

This report is designed to give you the net cash flow for each of your draw type projects. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches. After you have selected your range of projects, you may specify a manager mask and/or a job number mask when printing this report.

Field Names:

- Job/Project Number
- Job/Project Description
- Project Type
- Maximum Draw Amount
- Project-to-Date Draws
- Positive Cash Flow *(PTD Draws)*
- Project-to-Date Costs
- Vendor (AP) Retainage
- Negative Cash Flow *(PTD Cost - AP Retainage)*
- Net Cash Flow *(Positive - Negative)*

Bank Draw & Cash Flow Report

Infinity POWER Sample Company, Inc.
Bank Draw & Cash Flow Report

Page 1
(4) 04/28/2006

Project#	Type	Maximum Draw	PTD Draws	Positive Cash Flow	PTD Cost AP Retain.	Negative Cash Flow	Net Cash Flow
96-0013 Hart's Nursery	Bank Draw	$490,000.00	$209,295.68	$209,295.68	$172,793.53 $11,139.08-	$183,932.61	$25,363.07
** Totals:		$490,000.00	$209,295.68	$209,295.68	$172,793.53 $11,139.08-	$183,932.61	$25,363.07

* Number of records printed: 1

Estimated Profit Report (JC0210)

This report provides an analysis of anticipated profit or loss on a project based on the current calculation of **"Known Cost Overrun."** This amount is calculated based on the excess **"Cost Percent Complete"** over **"Estimated Percent Complete**.**"**

This report is designed to estimate the profit for each project based on any cost overruns and the estimated percent complete. By selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the F2 key for near matches. After you have selected your range of projects, you may specify a manager mask and/or a job number mask when printing this report.

Field Names:

- Job/Project Number
- Job/Project Description
- Project Type
- Contract Amount
- Budget Cost Amount
- Budgeted Profit
  (Contract Amount - Budgeted Cost)
- Project-to-Date Billings
- Project-to-Date Cost Amount
- Project-to-Date Profit
  (PTD Billing - PTD Cost)
- Percent Complete
  (PTD Cost / PTD Budget x 100)
- Estimated Percent Complete
- Known Cost Overrun
  (Amount of Cost over Calculated Cost based on Estimated Percent Complete)
- Estimated Cost Overrun
  (Projected Cost overrun based on Known Cost Overrun, as Percent, times the Budgeted Amount)
- Known Profit
  (Budgeted Profit - Known Overrun)
- Estimated Profit
  (Budgeted Profit - Estimated Overrun)

Estimated Profit Report

Infinity POWER Sample Company, Inc. — Page 1
Estimated Profit Report — (4) 04/28/2006

Project#	Type	Contract Amount / PTD Billing	Budget Cost / PTD Cost	Budget Profit / PTD Profit	Complete / Estimate	Known Overrun / Est. Overrun	Profit Known / Est.
96-0013	Bank Draw	$490,000.00	$305,253.18	$184,746.82	56.61 %	$10.30-	$184,757.12
Hart's Nursery		$165,000.00	$172,793.53	$7,793.53-	56.61 %	$18.20-	$184,765.02
** Totals:		$490,000.00	$305,253.18	$184,746.82		$10.30-	$184,757.12
		$165,000.00	$172,793.53	$7,793.53-		$18.20-	$184,765.02

* Number of records printed: 1

DETAILED ANALYSIS (JC0221)

This report gives you an analytical tool that may be used to review different aspects of Cost & Billing Codes for several projects on the same report. You may use masking to review information such as Employee Performance to Budget, Sub-Contractors' Project History, and any other code related data.

This report is designed to allow you to group certain types of cost or billing codes or detail descriptions and provide you with totals for a range of *(or all)* projects. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches.

After you have selected your range of projects, you may mask on any or all portions of the cost or billing codes, choose to print either cost or billing amounts, select a manager mask, a job number mask and/or a detailed description mask. You may also enter a report sub-title, and *(if quantity tracking is turned on)* include quantities, by <clicking> on the checkbox.

An example of how this report could be used is to print the detail of all labor costs. If one of the components of the cost code number indicates labor, you could enter this code as the cost code mask. Enter **Labor Costs** as the report sub-title name and choose **1** to indicate cost amounts. This combination would provide a report listing all labor costs for all projects.

Another example would be to print all costs associated with a certain sub-contractor. In this case, leave all cost code masks blank and enter the sub-contractors name as the mask for the Detailed Description. Change the report sub-title name to **ABC Company (sub-contractor)** and the report will print all costs which have been incurred from this sub-contractor.

Field Names:

- Job/Project Number
- Job/Project Description
- Cost or Billing Code
- Cost Code Description
- Project-to-Date Actual Cost or Billing Amount
- Budgeted Cost or Billing Amount
- Variance *(Budget - PTD)*

Detailed Analysis

Infinity POWER Sample Company, Inc. — Page 1
Detailed Cost Analysis — (4) 04/28/2006

Project#	Description		PTD Actual	Budget Amount	Variance
96-0013	Hart's Nursery				
1 C L	Concrete - Labor	$:	$0.00	$0.00	$0.00
		Q:	0.00	0.00	0.00
1 C L	Concrete - Labor	$:	$0.00	$0.00	$0.00
		Q:	0.00	0.00	0.00
1 C L	Concrete - Labor	$:	$1,320.00	$2,200.00	$880.00
	Conners, Charles S.	Q:	96.00	160.00	64.00
1 C L	Concrete - Labor	$:	$1,714.50	$2,497.50	$783.00
	Elliot, Frank	Q:	107.00	185.00	78.00
1 C L	Concrete - Labor	$:	$1,628.25	$975.00	$653.25-
	Franklin, Albert T.	Q:	147.00	80.00	67.00-
1 C L	Concrete - Labor	$:	$0.00	$1,100.00	$1,100.00
	Gordon, Jim	Q:	0.00	80.00	80.00
1 C M	Concrete - Materials	$:	$19,040.00	$9,520.00	$9,520.00-
	3000 PSI Concrete	Q:	2.00	1,000.00	998.00
1 C M	Concrete - Materials	$:	$5,904.00	$2,016.00	$3,888.00-
	Reinforcement Rods	Q:	3.00	200.00	197.00
1 C M	Concrete - Materials	$:	$1,057.50	$1,125.00	$67.50
	Sand	Q:	1.00	150.00	149.00
1 C M	Concrete - Materials	$:	$2,700.00	$2,250.00	$450.00-
	Scaffold	Q:	1.00	15.00	14.00
1 C M	Concrete - Materials	$:	$0.00	$550.00	$550.00
	Vendor:SUN1	Q:	929.00	150.00	779.00-
1 C M	Concrete - Materials	$:	$6,159.23	$5,999.25	$159.98-
	Wire	Q:	1,020.00	1,000.00	20.00-
1 C M	Concrete - Materials	$:	$18,627.90	$18,600.00	$27.90-
	yds of concrete	Q:	10,001.00	10,000.00	1.00-
1 C S	Concrete - Sub-Contract	$:	$250.00	$750.00	$500.00
	Supplier:PICF	Q:	1.00	3.00	2.00
1 C S	Concrete - Sub-Contract	$:	$9,300.00	$9,300.00	$0.00
	Vendor:S&S	Q:	155.00	155.00	0.00
1 F L	Framing - Labor	$:	$0.00	$4,300.00	$4,300.00
		Q:	0.00	261.00	261.00
1 F L	Framing - Labor	$:	$1,614.80	$2,649.60	$1,034.80
	Conners, Charles S.	Q:	97.50	160.00	62.50

Infinity POWER Sample Company, Inc.
Detailed Cost Analysis

Page 2
(4) 04/28/2006

Project#	Description		PTD Actual	Budget Amount	Variance
1 F L	Framing - Labor	$:	$2,005.24	$3,974.40	$1,969.16
	Elliot, Frank	Q:	109.00	240.00	131.00
1 F L	Framing - Labor	$:	$1,697.58	$3,726.00	$2,028.42
	Franklin, Albert T.	Q:	102.50	225.00	122.50
1 F L	Framing - Labor	$:	$1,325.00	$5,299.20	$3,974.20
	Wright, Ron	Q:	80.00	320.00	240.00
1 F M	Framing - Materials	$:	$0.00	$26,000.00	$26,000.00
		Q:	0.00	0.00	0.00
1 F M	Framing - Materials	$:	$4,000.00	$4,000.00	$0.00
	Supplier:FLO1	Q:	30.00	40.00	10.00
1 F M	Framing - Materials	$:	$25,895.30	$51,000.00	$25,104.70
	Vendor:FLO1	Q:	1,625.00	3,300.00	1,675.00
1 F S	Framing - Sub-Contract	$:	$0.00	$13,000.00	$13,000.00
		Q:	0.00	1,000.00	1,000.00
1 F S	Framing - Sub-Contract	$:	$13,020.00	$31,200.00	$18,180.00
	Vendor:S&S	Q:	217.00	520.00	303.00
1 R L	Roofing - Labor	$:	$0.00	$4,900.00	$4,900.00
		Q:	0.00	392.00	392.00
1 R L	Roofing - Labor	$:	$1,275.00	$2,550.40	$1,275.40
	Conners, Charles S.	Q:	80.00	160.00	80.00
1 R L	Roofing - Labor	$:	$1,350.00	$5,401.60	$4,051.60
	Elliot, Frank	Q:	80.00	320.00	240.00
1 R L	Roofing - Labor	$:	$1,673.50	$7,651.20	$5,977.70
	Franklin, Albert T.	Q:	105.00	480.00	375.00
1 R L	Roofing - Labor	$:	$1,275.10	$1,275.20	$0.10
	Gordon, Jim	Q:	80.00	80.00	0.00
1 R L	Roofing - Labor	$:	$1,251.29	$1,275.20	$23.91
	Wright, Ron	Q:	78.50	80.00	1.50
1 R M	Roofing - Materials	$:	$0.00	$29,700.00	$29,700.00
		Q:	0.00	2,800.00	2,800.00
1 R M	Roofing - Materials	$:	$30,890.13	$29,727.63	$1,162.50-
	Vendor:BOW1	Q:	2,842.00	2,817.00	25.00-
1 R S	Roofing - Sub-Contract	$:	$0.00	$14,800.00	$14,800.00
		Q:	0.00	247.00	247.00

Infinity POWER Sample Company, Inc.
Detailed Cost Analysis

Page 3
(4) 04/28/2006

Project#	Description		PTD Actual	Budget Amount	Variance
1 R S	Roofing - Sub-Contract	$:	$1,070.75	$1,980.00	$909.25
	Supplier:PICF	Q:	43.00	80.00	37.00
1 R S	Roofing - Sub-Contract	$:	$14,820.00	$3,960.00	$10,860.00-
	Vendor:S&S	Q:	247.00	160.00	87.00-
9*	Overhead Allocated	$:	$1,928.46	$0.00	$1,928.46-
		Q:	0.00	0.00	0.00
* Project# Totals:		$:	$172,793.53	$305,253.18	$132,459.65
		Q:	18,279.50	26,860.00	8,580.50
** Grand Totals:		$:	$172,793.53	$305,253.18	$132,459.65
		Q:	18,279.50	26,860.00	8,580.50

* Number of records printed: 37

Project Income/Expense Report (JC0224)

This report provides three **(3)** variations of an Income/Expense analysis. The Project Summary version *(non-detailed)* will provide you with summarized profit information about a specific project or a range of projects. The Cost Code Summary version *(non-detailed)* of the report will provide you with summarized profit information about a specific project or range of projects by cost code. The Project Detail version of the report will provide you with detailed income and expense figures by project code.

The Project Summary version of the report offers summarized figures for **MTD Profit**, **YTD Profit**, **PTD Profit**, the **Project Budget** and the **Variance**. The Cost Code Summary version of the report offers summarized figures for **MTD Profit**, **YTD Profit**, **PTD Profit**, the **Project Budget** and the **Variance** by cost code.

The Project Detail version of the Project Income/Expense report provides you with detail figures that include **MTD Income and Expense**, **YTD Income and Expense**, **PTD Income and Expense**, **Project Income and Expense Budgets** and the **Variance**.

By selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches. After you have selected your range of projects and the variation of the report you would like to print, you may specify a manager mask and/or project number mask to include when printing this report.

Field Names *(non-detailed)*:

- Project Number
- Project Description
- MTD Profit
- YTD Profit
- PTD Profit
- Project Budget
- Variance

Field Names *(detailed)*:

- Project Code
- Project Code Description
- Month to Date Income
- Year to Date Income
- Project to Date Income
- Project Income Budget
- Income Variance
- Total Income
- Month to Date Expense
- Year to Date Expense
- Project to Date Expense
- Project Expense Budget
- Total Expense

- Net Profit

Project Income/Expense Report (Cost Code Summary)

Infinity POWER Sample Company, Inc.
Project Income / Expense Report
Hart's Nursery (96-0013)

Page 1
(4) 04/28/2006

	Description Cost Code	Month-To-Date	Year-To-Date	Project-To-Date	Project Budget	Variance	% Budg
			INCOME				
1 C	Concrete	$28,900.00	$28,900.00	$88,200.00	$88,200.00	$0.00	100%
1 F	Framing	$28,145.05	$28,145.05	$79,445.05	$235,200.00	$155,754.95-	34%
1 R	Roofing	$31,065.38	$31,065.38	$85,465.38	$166,600.00	$81,134.62-	51%
	** Total Income:	$88,110.43	$88,110.43	$253,110.43	$490,000.00	$236,889.57-	52%
			EXPENSES				
1 C L	Concrete - Labor	$1,237.75	$1,237.75	$4,662.75	$6,772.50	$2,109.75-	69%
1 C M	Concrete - Materials	$13,552.00	$13,552.00	$53,488.63	$40,060.25	$13,428.38	134%
1 C S	Concrete - Sub-Contract	$0.00	$250.00	$9,550.00	$10,050.00	$500.00-	95%
1 F L	Framing - Labor	$2,070.12	$2,070.12	$6,642.62	$19,949.20	$13,306.58-	33%
1 F M	Framing - Materials	$2,000.00	$4,000.00	$29,895.30	$81,000.00	$51,104.70-	37%
1 F S	Framing - Sub-Contract	$0.00	$0.00	$13,020.00	$44,200.00	$31,180.00-	29%
1 R L	Roofing - Labor	$2,287.39	$2,287.39	$6,824.89	$23,053.60	$16,228.71-	30%
1 R M	Roofing - Materials	$1,162.50	$1,162.50	$30,890.13	$59,427.63	$28,537.50-	52%
1 R S	Roofing - Sub-Contract	$420.75	$420.75	$15,890.75	$20,740.00	$4,849.25-	77%
9*	Overhead Allocated	$1,928.46	$1,928.46	$1,928.46	$0.00	$1,928.46	0%
	** Total Expense:	$24,658.97	$26,908.97	$172,793.53	$305,253.18	$132,459.65-	57%
	** Net:	$63,451.46	$61,201.46	$80,316.90	$184,746.82	$104,429.92-	43%

Project Income/Expense Report (Project Detail)

Infinity POWER Sample Company, Inc. — Page 1
Project Income / Expense Report — (4) 04/28/2006
Hart's Nursery (96-0013)

	Description Cost Code	Month-To-Date	Year-To-Date	Project-To-Date	Project Budget	Variance	% Budg
			INCOME				
1 C	Concrete						
		$28,900.00	$28,900.00	$88,200.00	$88,200.00	$0.00	100%
	** Total 1 C:	$28,900.00	$28,900.00	$88,200.00	$88,200.00	$0.00	100%
1 F	Framing						
		$28,145.05	$28,145.05	$79,445.05	$235,200.00	$155,754.95-	34%
	** Total 1 F:	$28,145.05	$28,145.05	$79,445.05	$235,200.00	$155,754.95-	34%
1 R	Roofing						
		$31,065.38	$31,065.38	$85,465.38	$166,600.00	$81,134.62-	51%
	** Total 1 R:	$31,065.38	$31,065.38	$85,465.38	$166,600.00	$81,134.62-	51%
	** Total Income:	$88,110.43	$88,110.43	$253,110.43	$490,000.00	$236,889.57-	52%
			EXPENSES				
1 C L	Concrete - Labor						
	Conners, Charles S.	$220.00	$220.00	$1,320.00	$2,200.00	$880.00-	60%
	Elliot, Frank	$364.50	$364.50	$1,714.50	$2,497.50	$783.00-	69%
	Franklin, Albert T.	$653.25	$653.25	$1,628.25	$975.00	$653.25	167%
	Gordon, Jim	$0.00	$0.00	$0.00	$1,100.00	$1,100.00-	0%
	** Total 1 C L:	$1,237.75	$1,237.75	$4,662.75	$6,772.50	$2,109.75-	69%
1 C M	Concrete - Materials						
	3000 PSI Concrete	$9,520.00	$9,520.00	$19,040.00	$9,520.00	$9,520.00	200%
	Reinforcement Rods	$4,032.00	$4,032.00	$5,904.00	$2,016.00	$3,888.00	293%
	Sand	$0.00	$0.00	$1,057.50	$1,125.00	$67.50-	94%
	Scaffold	$0.00	$0.00	$2,700.00	$2,250.00	$450.00	120%
	Vendor:SUN1	$0.00	$0.00	$0.00	$550.00	$550.00-	0%
	Wire	$0.00	$0.00	$6,159.23	$5,999.25	$159.98	103%
	yds of concrete	$0.00	$0.00	$18,627.90	$18,600.00	$27.90	100%
	** Total 1 C M:	$13,552.00	$13,552.00	$53,488.63	$40,060.25	$13,428.38	134%
1 C S	Concrete - Sub-Contract						
	Supplier:PICF	$0.00	$250.00	$250.00	$750.00	$500.00-	33%
	Vendor:S&S	$0.00	$0.00	$9,300.00	$9,300.00	$0.00	100%
	** Total 1 C S:	$0.00	$250.00	$9,550.00	$10,050.00	$500.00-	95%
1 F L	Framing - Labor						
		$0.00	$0.00	$0.00	$4,300.00	$4,300.00-	0%
	Conners, Charles S.	$289.80	$289.80	$1,614.80	$2,649.60	$1,034.80-	61%
	Elliot, Frank	$480.24	$480.24	$2,005.24	$3,974.40	$1,969.16-	50%
	Franklin, Albert T.	$1,300.08	$1,300.08	$1,697.58	$3,726.00	$2,028.42-	46%
	Wright, Ron	$0.00	$0.00	$1,325.00	$5,299.20	$3,974.20-	25%
	** Total 1 F L:	$2,070.12	$2,070.12	$6,642.62	$19,949.20	$13,306.58-	33%

Infinity POWER Sample Company, Inc. — Page 2
Project Income / Expense Report — (4) 04/28/2006
Hart's Nursery (96-0013)

	Description Cost Code	Month-To-Date	Year-To-Date	Project-To-Date	Project Budget	Variance	% Budg
1 F M	Framing - Materials						
		$0.00	$0.00	$0.00	$26,000.00	$26,000.00-	0%
	Supplier:FLO1	$2,000.00	$4,000.00	$4,000.00	$4,000.00	$0.00	100%
	Vendor:FLO1	$0.00	$0.00	$25,895.30	$51,000.00	$25,104.70-	51%
	** Total 1 F M:	$2,000.00	$4,000.00	$29,895.30	$81,000.00	$51,104.70-	37%
1 F S	Framing - Sub-Contract						
		$0.00	$0.00	$0.00	$13,000.00	$13,000.00-	0%
	Vendor:S&S	$0.00	$0.00	$13,020.00	$31,200.00	$18,180.00-	42%
	** Total 1 F S:	$0.00	$0.00	$13,020.00	$44,200.00	$31,180.00-	29%
1 R L	Roofing - Labor						
		$0.00	$0.00	$0.00	$4,900.00	$4,900.00-	0%
	Conners, Charles S.	$0.00	$0.00	$1,275.00	$2,550.40	$1,275.40-	50%
	Elliot, Frank	$0.00	$0.00	$1,350.00	$5,401.60	$4,051.60-	25%
	Franklin, Albert T.	$398.50	$398.50	$1,673.50	$7,651.20	$5,977.70-	22%
	Gordon, Jim	$637.60	$637.60	$1,275.10	$1,275.20	$0.10-	100%
	Wright, Ron	$1,251.29	$1,251.29	$1,251.29	$1,275.20	$23.91-	98%
	** Total 1 R L:	$2,287.39	$2,287.39	$6,824.89	$23,053.60	$16,228.71-	30%
1 R M	Roofing - Materials						
		$0.00	$0.00	$0.00	$29,700.00	$29,700.00-	0%
	Vendor:BOW1	$1,162.50	$1,162.50	$30,890.13	$29,727.63	$1,162.50	104%
	** Total 1 R M:	$1,162.50	$1,162.50	$30,890.13	$59,427.63	$28,537.50-	52%
1 R S	Roofing - Sub-Contract						
		$0.00	$0.00	$0.00	$14,800.00	$14,800.00-	0%
	Supplier:PICF	$420.75	$420.75	$1,070.75	$1,980.00	$909.25-	54%
	Vendor:S&S	$0.00	$0.00	$14,820.00	$3,960.00	$10,860.00	374%
	** Total 1 R S:	$420.75	$420.75	$15,890.75	$20,740.00	$4,849.25-	77%
9*	Overhead Allocated						
		$1,928.46	$1,928.46	$1,928.46	$0.00	$1,928.46	0%
	** Total 9*:	$1,928.46	$1,928.46	$1,928.46	$0.00	$1,928.46	0%
	** Total Expense:	$24,658.97	$26,908.97	$172,793.53	$305,253.18	$132,459.65-	57%
	** Net:	$63,451.46	$61,201.46	$80,316.90	$184,746.82	$104,429.92-	43%

PROJECT TRANSACTION REPORTS

Three reports are available by selecting the Project Transaction Reports menu option:

1) **Transaction Detail Report**
2) **Collections Report**
3) **Work-In-Process Summary**

Each report is discussed here.

TRANSACTION DETAIL REPORT (JC0211)

This report provides a detailed listing of all project transactions by cost & billing code in date order. A General Ledger summary is also provided after this report. This report is only available if you have specified that you wish to store transaction detail.

This report allows you to print all transactions within a specified date range for each project. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches.

After you have selected your range of projects, you may specify a manager mask and a date range. The date range may be any range within the current year, including the entire year or you may choose to run this report with all detail, which will include all detail from the beginning of each project *(based on each project's start date)* through to the current date. Next, you may choose the specific transaction types to include on the report.

Each project that has had transactions posted to it within the date range will be printed, followed by each transaction. When this report is completed, the system will then print a General Ledger summary of all transactions that were printed. This General Ledger summary may be used to post a journal entry to your manual books if you are not processing interactive with the **Infinity POWER** General Ledger System.

Field Names:

- Job/Project Number
- Job/Project Description
- Cost or Billing Code
- Cost Code Description
- Detailed Description
- Transaction Date
- Transaction Type
- Transaction Description
- Quantity
- Unit of Measure
- Unit Cost or Billing Rate
- Cost or Billing Amount
- Project Totals by Type
- Grand Totals by Type

Transaction Detail Report

Infinity POWER Sample Company, Inc. — Page 1
Transaction Detail — (4) 04/28/2006

Project#	Description	Date / Description / Reference	Type	Quantity	U/M	Unit	Amount
96-0013	Hart's Nursery	BM - Bill Maguire					
1 C	Concrete	04/28/2006 Billing (JC)	Billing (JC)	0.00	Each	$0.00	$28,900.00
1 C L	Concrete - Labor Conners, Charles S.	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	16.00	Hrs	$13.75	$220.00
1 C L	Concrete - Labor Elliot, Frank	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	27.00	Hrs	$13.50	$364.50
1 C L	Concrete - Labor Franklin, Albert T.	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	32.00	Hrs	$9.75	$312.00
1 C L	Concrete - Labor Franklin, Albert T.	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	35.00	Hrs	$9.75	$341.25
1 C M	Concrete - Materials 3000 PSI Concrete	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	1.00	Yard	$9,520.00	$9,520.00
1 C M	Concrete - Materials Reinforcement Rods	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	2.00	Yard	$2,016.00	$4,032.00
1 F	Framing	04/28/2006 Billing (JC)	Billing (JC)	0.00	Each	$0.00	$28,145.05
1 F L	Framing - Labor Conners, Charles S.	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	17.50	Hrs	$16.56	$289.80
1 F L	Framing - Labor Elliot, Frank	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	29.00	Hrs	$16.56	$480.24
1 F L	Framing - Labor Franklin, Albert T.	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	32.00	Hrs	$16.56	$529.92
1 F L	Framing - Labor Franklin, Albert T.	04/28/2006 Emp:FRA-102	Expense (PR) 94315	46.50	Hrs	$16.56	$770.16
1 F M	Framing - Materials Supplier:FLO1	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	10.00	Sec	$200.00	$2,000.00
1 R	Roofing	04/28/2006 Billing (JC)	Billing (JC)	0.00	Each	$0.00	$31,065.38
1 R L	Roofing - Labor Franklin, Albert T.	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	25.00	Hrs	$15.94	$398.50
1 R L	Roofing - Labor Gordon, Jim	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	40.00	Hrs	$15.94	$637.60

Infinity POWER Sample Company, Inc. Page 2
Transaction Detail (4) 04/28/2006

Project#	Description	Date / Description / Reference	Type	Quantity	U/M	Unit	Amount
1 R L	Roofing - Labor Wright, Ron	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	37.50	Hrs	$15.94	$597.75
1 R L	Roofing - Labor Wright, Ron	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	41.00	Hrs	$15.94	$653.54
1 R M	Roofing - Materials Vendor:BOW1	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	25.00	SQFT	$46.50	$1,162.50
1 R S	Roofing - Sub-Contract Supplier:PICF	04/28/2006 Enter Costs (JC)	Enter Costs (JC)	17.00	Hrs	$24.75	$420.75
2 C L	Concrete - Labor Conners, Charles S.	04/24/2006 Emp:CON-106	Expense (PR) Mon-1	7.50	Hrs	$13.75	$103.13
2 C L	Concrete - Labor Conners, Charles S.	04/24/2006 Emp:CON-106	Expense (PR) Tue-1	4.50	Hrs	$13.75	$61.88
2 C L	Concrete - Labor Wright, Ron	04/28/2006 Emp:WRI-105	Expense (PR) 94321	8.00	Hrs	$19.69	$157.50
2 F L	Framing - Labor Conners, Charles S.	04/24/2006 Emp:CON-106	Expense (PR) Fri-2	6.00	Hrs	$16.56	$99.38
2 F L	Framing - Labor Conners, Charles S.	04/24/2006 Emp:CON-106	Expense (PR) Tues-2	5.50	Hrs	$16.56	$91.10
2 F L	Framing - Labor Conners, Charles S.	04/24/2006 Emp:CON-106	Expense (PR) Wed-1	8.00	Hrs	$16.56	$132.50
2 R L	Roofing - Labor Conners, Charles S.	04/24/2006 Emp:CON-106	Expense (PR) Fri-1	4.00	Hrs	$15.94	$63.75
9*	Overhead Allocated	04/28/2006 OH Allocation (JC)	OH Allocation (JC)	0.00	Each	$0.00	$1,928.46
* Project# Totals:			Enter Costs (JC)	387.00			$21,960.35
			Billing (JC)	0.00			$88,110.43
			Expense (PR)	90.00			$1,479.40
			OH Allocation (JC)	0.00			$1,928.46
** Grand Totals:			Enter Costs (JC)	387.00			$21,960.35
			Billing (JC)	0.00			$88,110.43
			Expense (PR)	90.00			$1,479.40
			OH Allocation (JC)	0.00			$1,928.46

* Number of records printed: 1

Infinity POWER Sample Company, Inc. Page 1
Transaction Detail (4) 04/28/2006
Account Summary

Account #	Account Description	Debit	Credit
11310	Accounts Receivable - Other	$88,110.43	
11450	Work In Process	$23,439.75	
21200	Accounts Payable		($17,135.25)
21350	Draws Payable		($88,110.43)
60000	Inter-Dept. Payroll Transfers		($6,304.50)
	* Total Debits:	$111,550.18	
	* Total Credits:		($111,550.18)

Collections Report (JC0215)

This report provides a detailed or summarized aging of all outstanding billing and retainage invoices by project for a specified manager. This report is available only if you are integrated with the **Infinity POWER Accounts Receivable** system.

This option provides an aging report of all invoices currently outstanding for each project. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches.

After you have selected your range of projects, you may choose either detail or summary and all projects or only those with past due or normal balances. This report may be masked on manager or a project number.

Field Names:

- Job/Project Number
- Job/Project Description
- Customer Number
- Customer Name
- Sales Region
- Manager Number
- Manager Name
- Customer Phone Number
- Customer Contact
- Open Item Type
- Transaction Number
- Transaction Description
- Transaction Date
- Due Date
- Amount *(in columns of Current, Retainage, and user specified aging categories)*
- Totals for Project
- Contract Amount
- Project-to-Date Billing
- Totals For All Accounts

Collections Report (Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Collections Report — (4) 04/28/2006

Customer / Type	Phone Number / Trans. #	Contact / Description	Region / Date	Mgr #	Cur./Ret.	31-60 Day	61-90 Day	91-120 Day	Over 120
** Project#: 96-0112 - National Auto Parts									
NATI1	National Auto Parts		TPA	JF					
	813-224-5697	Jeff Williams							
*** Open Items:									
1) Inv	69072	Invoice	03/31/2003						$39,617.49
Slm: JF	Proj: 96-0112	Due:	04/30/2003						
2) Ret	69072	Retainage	03/31/2003		$4,401.94				
Slm: JF	Proj: 96-0112	Due:	04/30/2003						
3) Inv	69073	Invoice	04/15/2003						$96,715.65
Slm: JF	Proj: 96-0112	Due:	05/15/2003						
4) Ret	69073	Retainage	04/15/2003		$10,746.18				
Slm: JF	Proj: 96-0112	Due:	05/15/2003						
5) Inv	69074	Invoice	04/30/2003						$6,413.85
Slm: JF	Proj: 96-0112	Due:	05/30/2003						
6) Ret	69074	Retainage	04/30/2003		$712.65				
Slm: JF	Proj: 96-0112	Due:	05/30/2003						
7) Inv	69258	Invoice	01/31/2005						$4,417.90
Slm: JF	Proj: 96-0112	Due:	03/02/2005						
8) Inv	69262	Invoice	02/28/2005						$4,417.90
Slm: JF	Proj: 96-0112	Due:	03/30/2005						
9) Inv	69266	Invoice	02/28/2005						$4,417.90
Slm: JF	Proj: 96-0112	Due:	03/30/2005						
10) Inv	69270	Invoice	03/15/2005						$4,417.90
Slm: JF	Proj: 96-0112	Due:	04/14/2005						
11) Inv	69274	Invoice	03/31/2005						$4,417.90
Slm: JF	Proj: 96-0112	Due:	04/30/2005						
12) Inv	69216	Invoice	01/01/2006					$19,530.00	
Slm: JF	Proj: 96-0112	Due:	01/31/2006						
13) Ret	69216	Retainage	01/01/2006		$2,170.00				
Slm: JF	Proj: 96-0112	Due:	01/31/2006						
14) Inv	69225	Invoice	02/28/2006			$4,417.90			
Slm: JF	Proj: 96-0112	Due:	03/30/2006						
15) Inv	69228	Invoice	02/28/2006			$18,000.00			
Slm: JF	Proj: 96-0112	Due:	03/30/2006						
16) Ret	69228	Retainage	02/28/2006		$2,000.00				
Slm: JF	Proj: 96-0112	Due:	03/30/2006						
17) Inv	69230	Invoice	03/31/2006		$4,417.90				
Slm: JF	Proj: 96-0112	Due:	04/30/2006						
18) FC		Finance Charge			$202.78				
Slm: JF									
Aged: 04/28/2006		Totals:	$231,435.84		$4,620.68	$22,417.90	$0.00	$19,530.00	$164,836.49 *
	Contract:	$268,930.00			$20,030.77				
	Billing :	$242,143.56							
** Totals for all Accounts:			$231,435.84		$4,620.68	$22,417.90	$0.00	$19,530.00	$164,836.49 *
					$20,030.77				
			100.00		2.00	9.69	0.00	8.44	71.22
					8.65				

Collections Report (Non-Detailed)

Infinity POWER Sample Company, Inc.
Collections Report - Non-Det.

Page 1
(4) 04/28/2006

Customer	Phone Number	Contact	Region	Mgr #	Cur./Ret.	31-60 Day	61-90 Day	91-120 Day	Over 120	
** Project#: 5203 - Carrollwood Meadows Park Rec.										
Z-CASH	Cash Sale, Thank You!			HOUSE						
Aged: 04/28/2006		Totals:	$10,000.00		$0.00	$0.00	$9,000.00	$0.00	$0.00	*
Contract:	$125,632.23				$1,000.00					
Billing :	$10,000.00									
** Project#: 96-0005 - Regional Home Show (96-0005)										
HOME1	Home Depot Inc.		FL	HOUSE						
	813-289-0040	Dennis Livingway								
Aged: 04/28/2006		Totals:	$3,507.76		$7.76	$0.00	$3,500.00	$0.00	$0.00	*
Contract:	$500,000.00				$0.00					
Billing :	$24,364.76									
** Project#: 96-0072 - Custom Home: S. Jones										
JONJ1	Sonia Jones Interior Design		TPA	JF						
	813-562-2654	Denise Jones								
Aged: 04/28/2006		Totals:	$39,581.63		$0.00	$0.00	$0.00	$0.00	$36,539.36	*
Contract:	$135,000.00				$3,042.27					
Billing :	$135,000.00									
** Project#: 96-0112 - National Auto Parts										
NATI1	National Auto Parts		TPA	JF						
	813-224-5697	Jeff Williams								
Aged: 04/28/2006		Totals:	$231,435.84		$4,620.68	$22,417.90	$0.00	$19,530.00	$164,836.49	*
Contract:	$268,930.00				$20,030.77					
Billing :	$242,143.56									
** Project#: 96-0153 - Univ.of Tampa's New Gym										
UNIV1	University of Tampa		TPA	BM						
	813-253-6208	Sherry Furness								
Aged: 04/28/2006		Totals:	$245,674.31		$0.00	$0.00	$0.00	$0.00	$222,514.44	*
Contract:	$475,000.00				$23,159.87					
Billing :	$320,000.00									
** Totals for all Accounts:			$530,199.54		$4,628.44	$22,417.90	$12,500.00	$19,530.00	$423,890.29	*
					$47,232.91					
			100.00		0.87	4.23	2.36	3.68	79.95	
					8.91					

* Number of records printed: 5

Work-In-Process Summary (JC0222)

This report provides three **(3)** variations of a Work-In-Process reports. The Work-In-Process Summary gives you a quick summary of all Work-In-Process information for a range of projects by General Ledger account number. The Work-In-Process by Project report bases its information on a project by project basis, giving you WIP totals by project with the last page summarizing the WIP by General Ledger account number.

The Work-In-Process Detail report shows one more level by showing the WIP by cost code for each individual project. This version of the report offers project totals and the last page summarizes the WIP by General Ledger account number.

This option will print a report summarizing all current and balance forward costs by account type. This will indicate what your total Work-In-Process costs are. When selecting this option, you will be asked to specify the range of projects that you want to report on. Enter the project number or press the **F2** key for near matches.

After you have selected your range of projects, you may specify a manager mask and/or a job number mask when printing this report. The system will then calculate and summarize all Work-In-Process figures and then print the report.

The **Current Work-In-Process** amount is all costs recorded in the current billing period less amounts transferred into the Balance Forward amount. The **Balance Forward Work-In-Process** is the total of all costs currently held as Balance Forward amounts.

Field Names:

- Account Number
- Account Number Description
- Current Work-In-Process
- Balance Forward Work-In-Process
- Total Work-In-Process
- Totals for all Account Types

Work-In-Process Summary (Summary)

Infinity POWER Sample Company, Inc.
Work-In-Process Summary

Page 1
(4) 04/28/2006

WIP Account	Description	Current WIP	Bal Fwd WIP	Total WIP
11450	Work In Process	$172,793.53	$0.00	$172,793.53
	** Totals:	$172,793.53	$0.00	$172,793.53

* Number of records printed: 1

Work-In-Process Summary (By Project)

Infinity POWER Sample Company, Inc.
Work-In-Process by Project

Page 1
(4) 04/28/2006

Project#	Description	Current WIP	Bal Fwd WIP	Total WIP
5203	Carrollwood Meadows Park Rec.	$19,799.72	$0.00	$19,799.72
96-0005	Regional Home Show (96-0005)	$1,197.19	$0.00	$1,197.19
96-0013	Hart's Nursery	$172,793.53	$0.00	$172,793.53
96-0062	Tony Swiss: Remodel Home	$765.48	$0.00	$765.48
96-0072	Custom Home: S. Jones	$4,428.50	$0.00	$4,428.50
96-0153	Univ.of Tampa's New Gym	$249,399.05	$0.00	$249,399.05
	** Grand Totals:	$448,383.47	$0.00	$448,383.47

Infinity POWER Sample Company, Inc.
Work-In-Process Summary

Page 1
(4) 04/28/2006

WIP Account	Description	Current WIP	Bal Fwd WIP	Total WIP
11450	Work In Process	$448,383.47	$0.00	$448,383.47
	** Totals:	$448,383.47	$0.00	$448,383.47

* Number of records printed: 1

Work-In-Process Summary (Detail Report)

Infinity POWER Sample Company, Inc. — Page 1
Work-In-Process Detail Report — (4) 04/28/2006

Project#/Cost Code	Description	Current WIP	Bal Fwd WIP	Total WIP
96-0013	Hart's Nursery			
1 C L	Concrete - Labor Conners, Charles S.	$1,320.00	$0.00	$1,320.00
1 C L	Concrete - Labor Elliot, Frank	$1,714.50	$0.00	$1,714.50
1 C L	Concrete - Labor Franklin, Albert T.	$1,628.25	$0.00	$1,628.25
1 C M	Concrete - Materials 3000 PSI Concrete	$19,040.00	$0.00	$19,040.00
1 C M	Concrete - Materials Reinforcement Rods	$5,904.00	$0.00	$5,904.00
1 C M	Concrete - Materials Sand	$1,057.50	$0.00	$1,057.50
1 C M	Concrete - Materials Scaffold	$2,700.00	$0.00	$2,700.00
1 C M	Concrete - Materials Wire	$6,159.23	$0.00	$6,159.23
1 C M	Concrete - Materials yds of concrete	$18,627.90	$0.00	$18,627.90
1 C S	Concrete - Sub-Contract Supplier:PICF	$250.00	$0.00	$250.00
1 C S	Concrete - Sub-Contract Vendor:S&S	$9,300.00	$0.00	$9,300.00
1 F L	Framing - Labor Conners, Charles S.	$1,614.80	$0.00	$1,614.80
1 F L	Framing - Labor Elliot, Frank	$2,005.24	$0.00	$2,005.24
1 F L	Framing - Labor Franklin, Albert T.	$1,697.58	$0.00	$1,697.58
1 F L	Framing - Labor Wright, Ron	$1,325.00	$0.00	$1,325.00
1 F M	Framing - Materials Supplier:FLO1	$4,000.00	$0.00	$4,000.00
1 F M	Framing - Materials Vendor:FLO1	$25,895.30	$0.00	$25,895.30
1 F S	Framing - Sub-Contract Vendor:S&S	$13,020.00	$0.00	$13,020.00
1 R L	Roofing - Labor Conners, Charles S.	$1,275.00	$0.00	$1,275.00
1 R L	Roofing - Labor Elliot, Frank	$1,350.00	$0.00	$1,350.00
1 R L	Roofing - Labor Franklin, Albert T.	$1,673.50	$0.00	$1,673.50
1 R L	Roofing - Labor Gordon, Jim	$1,275.10	$0.00	$1,275.10
1 R L	Roofing - Labor Wright, Ron	$1,251.29	$0.00	$1,251.29
1 R M	Roofing - Materials Vendor:BOW1	$30,890.13	$0.00	$30,890.13
1 R S	Roofing - Sub-Contract Supplier:PICF	$1,070.75	$0.00	$1,070.75

Infinity POWER Sample Company, Inc.
Work-In-Process Detail Report

Project#/Cost Code	Description	Current WIP	Bal Fwd WIP	Total WIP
1 R S	Roofing - Sub-Contract Vendor:S&S	$14,820.00	$0.00	$14,820.00
9*	Overhead Allocated	$1,928.46	$0.00	$1,928.46
	** Project Totals:	$172,793.53	$0.00	$172,793.53
	** Grand Totals:	$172,793.53	$0.00	$172,793.53

MAINTENANCE REPORTS

Four reports are available by selecting the Maintenance Reports menu option:

1) **Cost & Billing Codes Listing**
2) **Billing Rate Schedule**
3) **Project Listing**
4) **Detailed Project Report**

Each report is discussed here.

Cost & Billing Codes Listing (JC0216)

This report provides a complete reference listing of all of your project codes with all information that can be set up for each project code. This would include the description, the type, its classification, units of measure, etc. When you select this report you may specify a range of project codes to include.

Field Names:

- Cost Code
- Description
- Type
- Cost Classification
- Detailed:
- Type
- Account Number
- Billing Type
- Cost Unit of Measure
- Bill Unit of Measure
- Default Cost
- Default Bill

Cost & Billing Codes Listing (Non-Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Cost Code Listing — (4) 04/28/2006

Cost Code	Description	Type	Classification
1	Commercial Construction	Billing Only	N/A
1 C	Concrete	Billing Only	N/A
1 C L	Concrete - Labor	Cost Only	Labor
1 C M	Concrete - Materials	Cost Only	Material
1 C S	Concrete - Sub-Contract	Cost Only	Sub-Contr.
1 F	Framing	Billing Only	N/A
1 F L	Framing - Labor	Cost Only	Labor
1 F M	Framing - Materials	Cost & Billing Code	Material
1 F S	Framing - Sub-Contract	Cost Only	Sub-Contr.
1 R	Roofing	Billing Only	N/A
1 R L	Roofing - Labor	Cost Only	Labor
1 R M	Roofing - Materials	Cost & Billing Code	Material
1 R S	Roofing - Sub-Contract	Cost Only	Sub-Contr.
2	Residential Construction	Billing Only	N/A
2 C	Concrete	Billing Only	N/A
2 C L	Concrete - Labor	Cost & Billing Code	Labor
2 C M	Concrete - Materials	Cost & Billing Code	Material
2 C S	Concrete - Sub-Contract	Cost & Billing Code	Sub-Contr.
2 F	Framing	Billing Only	N/A
2 F L	Framing - Labor	Cost & Billing Code	Labor
2 F M	Framing - Materials	Cost & Billing Code	Material
2 F S	Framing - Sub-Contract	Cost & Billing Code	Sub-Contr.
2 R	Roofing	Billing Only	N/A
2 R L	Roofing - Labor	Cost & Billing Code	Labor
2 R M	Roofing - Materials	Cost & Billing Code	Material
2 R S	Roofing - Sub-Contract	Cost & Billing Code	Sub-Contr.
3	SHEDS	Billing Only	N/A
3 L	Sheds - Labor	Cost Only	Labor
3 M	Sheds - Materials	Cost Only	Material
4	Regional Home Shows	Billing Only	N/A
4 140102	Wood Products - Partic. Fee	Billing Only	N/A
4 140105	Dutch Boy - Participation Fee	Billing Only	N/A
4 7001	Booth Rental Expense	Cost Only	Rental
4 7002	Electricity/ Phone/ Carpeting	Cost Only	Material
4 7004	Hotel Expense - Staff	Cost Only	Rental
4 7020	Travel Expense - Car Rental	Cost Only	Rental
4 7030	Travel Expense - Meals	Cost Only	Misc.
4 7080	Booth Staff	Cost Only	Labor
4 7105	Coffee Mugs & Pens	Cost Only	Material
4 7115	Trade Show Literature	Cost Only	Material
4 7160	Shipping Expenses	Cost Only	Misc.
8	Sheds	Billing Only	N/A
8 1210	Sales-8x10 Storage Shed-Built	Cost & Billing Code	Material
8 1220	Sales-10x12 Storage Shed-Built	Cost & Billing Code	Material
8 1310	Sales-8x10 Storage Shed - Kit	Cost & Billing Code	Material
8 1320	Sales-10x12 Storage Shed - Kit	Cost & Billing Code	Material
8 1410	Sales - Roofing Shingles	Cost & Billing Code	Material
8 1600	Sales - Roofing Nails	Cost & Billing Code	Material
9*	Overhead Allocated	Cost Only	Overhead
T	TRANSFERS TO INVENTORY	Cost & Billing Code	Transfers

* Number of records printed: 50

Cost & Billing Codes Listing (Detailed)

Infinity POWER Sample Company, Inc.
Cost Code Listing
Detailed

Page 1
(4) 04/28/2006

Cost Code	Description Type	Classification Billing Type	Default Cost Default Bill		AR Code	GL Sales GL Asset	GL WIP GL COS
1	Commercial Construction Billing Only	N/A Other	N/A $500.00		51101	40000-1	
1 C	Concrete Billing Only	N/A Other	N/A $0.00	Each	51101	41100-1	
1 C L	Concrete - Labor Cost Only	Labor N/A	$18.00 N/A	Hrs	51161	60000	11450 60100-1
1 C M	Concrete - Materials Cost Only	Material N/A	$0.00 N/A	Yard	51101	21200	11450 51100-1
1 C S	Concrete - Sub-Contract Cost Only	Sub-Contr. N/A	$0.00 N/A	Hrs	51101	21200	11450 51100-1
1 F	Framing Billing Only	N/A Other	N/A $0.00	Each	51301	41300-1	
1 F L	Framing - Labor Cost Only	Labor N/A	$16.50 N/A	Hrs	51361	60000	11450 60100-1
1 F M	Framing - Materials Cost & Billing Code	Material Other	$0.00 $0.00	Sec	51301	21200	11450 51300-1
1 F S	Framing - Sub-Contract Cost Only	Sub-Contr. N/A	$0.00 N/A	Hrs	51301	21200	11450 51300-1
1 R	Roofing Billing Only	N/A Other	N/A $0.00	Each	51501	41500-1	
1 R L	Roofing - Labor Cost Only	Labor N/A	$12.50 N/A	Hrs	51561	60000	11450 60100-1
1 R M	Roofing - Materials Cost & Billing Code	Material Other	$0.00 $0.00	SQFT	51501	21200	11450 51500-1
1 R S	Roofing - Sub-Contract Cost Only	Sub-Contr. N/A	$0.00 N/A	Hrs	51501	21200	11450 51500-1
2	Residential Construction Billing Only	N/A Other	N/A $0.00		51102	41100-2	
2 C	Concrete Billing Only	N/A Other	N/A $0.00	Each	51102	41100-2	
2 C L	Concrete - Labor Cost & Billing Code	Labor Labor Rate #1	$15.00 $0.00	Hrs	51162	41100-2 60000	11450 60100-2
2 C M	Concrete - Materials Cost & Billing Code	Material Material Rate #1	$0.00 $0.00	Yard	51102	41100-2 21200	11450 51100-2

Infinity POWER Sample Company, Inc.
Cost Code Listing
Detailed

Cost Code	Description Type	Classification Billing Type	Default Cost Default Bill	AR Code	GL Sales GL Asset	GL WIP GL COS
2 C S	Concrete - Sub-Contract	Sub-Contr.	$0.00 Hrs	51102	41100-2	11450
	Cost & Billing Code	Other	$0.00		21200	51100-2
2 F	Framing	N/A	N/A	51302	41300-2	
	Billing Only	Other	$0.00 Each			
2 F L	Framing - Labor	Labor	$16.50 Hrs	51362	41300-2	11450
	Cost & Billing Code	Labor Rate #1	$0.00		60000	60100-2
2 F M	Framing - Materials	Material	$0.00 Sec	51302	41300-2	11450
	Cost & Billing Code	Material Rate #1	$0.00		21200	51300-2
2 F S	Framing - Sub-Contract	Sub-Contr.	$0.00 Hrs	51302	41300-2	11450
	Cost & Billing Code	Other	$0.00		21200	51300-2
2 R	Roofing	N/A	N/A	51302	41300-2	
	Billing Only	Other	$0.00 Each			
2 R L	Roofing - Labor	Labor	$12.50 Hrs	51562	41500-2	11450
	Cost & Billing Code	Labor Rate #1	$0.00		60000	60100-2
2 R M	Roofing - Materials	Material	$0.00 Each	51502	41500-2	11450
	Cost & Billing Code	Material Rate #2	$0.00		21200	51500-2
2 R S	Roofing - Sub-Contract	Sub-Contr.	$0.00 Hrs	51502	41500-2	11450
	Cost & Billing Code	Other	$0.00		21200	51500-2
3	SHEDS	N/A	N/A	40000	40000	
	Billing Only	Other	$0.00			
3 L	Sheds - Labor	Labor	$15.00 HRS	40000		11450
	Cost Only	N/A	N/A		21200	50000
3 M	Sheds - Materials	Material	$0.00	40000		11450
	Cost Only	N/A	N/A		21200	50000
4	Regional Home Shows	N/A	N/A	10000	40000	
	Billing Only	Other	$0.00 ea			
4 140102	Wood Products - Partic. Fee	N/A	N/A	10000	40000	
	Billing Only	Other	$2,950.00 ea			
4 140105	Dutch Boy - Participation Fee	N/A	N/A	10000	40000	
	Billing Only	Other	$2,950.00 ea			
4 7001	Booth Rental Expense	Rental	$3,200.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000
4 7002	Electricity/ Phone/ Carpeting	Material	$150.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000

Infinity POWER Sample Company, Inc. — Page 3
Cost Code Listing — (4) 04/28/2006
Detailed

Cost Code	Description / Type	Classification / Billing Type	Default Cost / Default Bill	AR Code	GL Sales / GL Asset	GL WIP / GL COS
4 7004	Hotel Expense - Staff	Rental	$450.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000
4 7020	Travel Expense - Car Rental	Rental	$210.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000
4 7030	Travel Expense - Meals	Misc.	$160.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000
4 7080	Booth Staff	Labor	$750.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000
4 7105	Coffee Mugs & Pens	Material	$0.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000
4 7115	Trade Show Literature	Material	$250.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000
4 7160	Shipping Expenses	Misc.	$150.00 1	10000		11450
	Cost Only	N/A	N/A		21200	50000
8	Sheds	N/A	N/A	10000	40000	
	Billing Only	Other	$0.00			
8 1210	Sales-8x10 Storage Shed-Built	Material	$792.37 ea	10000	40000	11450
	Cost & Billing Code	Other	$1,683.54 ea		21200	50000
8 1220	Sales-10x12 Storage Shed-Built	Material	$924.35 ea	10000	40000	11450
	Cost & Billing Code	Other	$2,046.21 ea		21200	50000
8 1310	Sales-8x10 Storage Shed - Kit	Material	$545.34 ea	10000	40000	11450
	Cost & Billing Code	Other	$750.00 ea		21200	50000
8 1320	Sales-10x12 Storage Shed - Kit	Material	$702.19 ea	10000	40000	11450
	Cost & Billing Code	Other	$900.00 ea		21200	50000
8 1410	Sales - Roofing Shingles	Material	$0.00 ea	10000	40000	11450
	Cost & Billing Code	Other	$0.00 ea		21200	50000
8 1600	Sales - Roofing Nails	Material	$0.00 ea	10000	40000	11450
	Cost & Billing Code	Other	$0.00 ea		21200	50000
9*	Overhead Allocated	Overhead	$0.00 Each	40000		11450
	Cost Only	N/A	N/A		11450	11450
T	TRANSFERS TO INVENTORY	Transfers	$0.00	4TRAN	40000	11450
	Cost & Billing Code	Other	$0.00		21200	50000

* Number of records printed: 50

Billing Rate Schedule (JC0217)

This report provides a quick list of all billing rate descriptions and dollar rates. This option will print a listing of all billing rates that have been set up in the Master Configuration. The report will only include those rates **(1-20)** that have been set up.

Field Names:

- Billing Rate Number
- Billing Rate Description
- Billing Rate

Billing Rate Schedule

Infinity POWER Sample Company, Inc. Page 1
Billing Rate Listing (4) 04/28/2006

Rate #	Description	Billing Rate
1)	Other	$0.00
2)	Labor Rate #1	$30.00
3)	Labor Rate #2	$50.00
4)	Material Rate #1	$75.00
5)	Material Rate #2	$100.00

* Number of records printed: 5

Project Listing (JC0218)

This report provides a detailed or summarized listing of all of your projects and their overhead information. This option allows you to print listings of the projects that you have entered into the system. It may be printed as either a **"Non-Detailed Listing"** or a **"Detailed Listing."** This report is very useful in verifying the information that has been keyed into the system. Simply specify the range of projects that you would like to print, and specify any special sorting or masking that you may desire. The Non-Detailed List may be used as a quick reference listing of projects and their project types while the Detailed Listing will print all information input into the system for this project.

Field Names:

- Project/Job
- Description
- Address
- City
- State
- Zip
- Special
- Type
- Account Numbers
- Manager
- Comments
- Customer Number
- Price Level
- Tax Rate
- Billing Information:
- Total Contract Amount
- Max. Draw Amount
- Overhead Allocation Factor
- Payroll Allocation Factor
- Estimated Percent Complete
- Project-to-Date Billings
- Project-to-Date Allocations
- Project-to-Date Draws
- Retainage Information:
- Retainage Percent
- Current Retainage
- Vendor Retainage Percent
- Current Vendor Retainage

Project Listing (Non-Detailed)

Infinity POWER Sample Company, Inc. Page 1
Project# Listing (4) 04/28/2006

Number	Description	*Job Type	Type	Manager
5203	Carrollwood Meadows Park Rec.	Recreation Center	Direct Billing	HOUSE- House Sales
96-0005	Regional Home Show (96-0005)	1st Quarter 1996	Percent Complete	HOUSE- House Sales
96-0013	Hart's Nursery	Bank Draw	Bank Draw	BM - Bill Maguire
96-0062	Tony Swiss: Remodel Home	Direct Billing	Direct Billing	BM - Bill Maguire
96-0072	Custom Home: S. Jones	Cost Plus	Cost Plus	JF - Jack Friedman
96-0112	National Auto Parts	Percent Complete	Percent Complete	JF - Jack Friedman
96-0153	Univ.of Tampa's New Gym	Completed Contract	Compl. Contract	BM - Bill Maguire
Sheds 8x10	Shop work: Build Sheds	Sheds - 8x10	Percent Complete	HOUSE- House Sales
Sheds10x12	Shop work: Build Sheds	Sheds - 10x12	Percent Complete	HOUSE- House Sales
USF2004	General Construction	Wing Extension	Direct Billing	HOUSE- House Sales

* Number of records printed: 10

Project Listing (Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Project# Listing — (4) 04/28/2006
(Detailed)

Project# : 96-0013
Description: Hart's Nursery
Address: 2411 N. Palm Way
St. Petersburg, FL 33703
Unit: 2,500.00
Type: Bank Draw
Manager : BM
Bill Maguire
Customer # : HARC1
Fred Hart
Price Level : 1 - Retail
Tax Rate : 99- Exempt
Comments: Add on to existing building
: See plans
*Job Type: Bank Draw

** Billing Information:

Total Contract Amount :	$490,000.00
Max. Draw Amount :	$490,000.00
Overhead Alloc. Factor:	0.0800
Payroll Alloc. Factor :	0.2500
Est. % Complete :	0.000%
PTD Billings :	$165,000.00
PTD Draws :	$209,295.68
PTD Costs :	$173,502.77

** Retainage Information:

Retainage Percent :	15.000%
Current Retainage :	$0.00
Vendor Ret. Percent :	10.000%
Cur. Vendor Retain. :	$11,139.08-

Month	Actual Billings	Actual Draws	Actual Costs	
01/2006		$0.00	$0.00	$0.00
02/2006		$0.00	$0.00	$2,000.00
03/2006		$0.00	$0.00	$250.00
04/2006		$0.00	$88,110.43	$25,368.21
05/2006		$0.00	$0.00	$0.00
06/2006		$0.00	$0.00	$0.00
07/2006		$0.00	$0.00	$0.00
08/2006		$0.00	$0.00	$0.00
09/2006		$0.00	$0.00	$0.00
10/2006		$0.00	$0.00	$0.00
11/2006		$0.00	$0.00	$0.00
12/2006		$0.00	$0.00	$650.00

Project# : 96-0062
Description: Tony Swiss: Remodel Home
Address: 4201 North Tampa Street
Suite 469
Tampa, FL 33601
Unit: 2,250.00
Type: Direct Billing
Manager : BM
Bill Maguire
Customer # : SWIS1
Tony Swiss Construction
Price Level : 1 - Retail
Tax Rate : 99- Exempt
Comments: Plan #4200, Elevation C
: 2 Bedroom, 2 Bath, 1 Car Garage (2000 sq. ft.)
*Job Type: Direct Billing

** Billing Information:

Total Contract Amount :	$150,000.00
Max. Draw Amount :	$0.00
Overhead Alloc. Factor:	0.1000
Payroll Alloc. Factor :	0.2500
Est. % Complete :	0.000%
PTD Billings :	$83,700.00
PTD Draws :	$0.00
PTD Costs :	$64,243.42

** Retainage Information:

Retainage Percent :	5.000%
Current Retainage :	$0.00
Vendor Ret. Percent :	10.000%
Cur. Vendor Retain. :	$5,701.55-

Month	Actual Billings	Actual Draws	Actual Costs	
01/2006		$0.00	$0.00	$0.00
02/2006		$0.00	$0.00	$0.00
03/2006		$0.00	$0.00	$0.00
04/2006		$0.00	$0.00	$765.48
05/2006		$0.00	$0.00	$0.00
06/2006		$0.00	$0.00	$0.00
07/2006		$0.00	$0.00	$0.00
08/2006		$0.00	$0.00	$0.00
09/2006		$0.00	$0.00	$0.00
10/2006		$0.00	$0.00	$0.00
11/2006		$0.00	$0.00	$0.00
12/2006		$0.00	$0.00	$0.00

* Number of records printed: 2

Detailed Project Report (JC0219)

This report details the complete Cost & Billing Code information for all specified projects. This option allows you to print the project detail information for each project that you have entered into the system. It may be printed for a range of specified projects. This report is very useful in verifying the information that has been keyed into the system. Simply specify the range of projects that you would like to print, and specify any special sorting or masking that you may desire.

Field Names:

Project/Job
- Description
- Manager
- Project Code
- Detailed Description
- Type
- Cost Information:
- Quantity
- Amount
- Billing Information:
- Quantity
- Amount
- Total

Detailed Project Report

Infinity POWER Sample Company, Inc. — Page 1
Detailed Project# Report — (4) 04/28/2006

Project# / Cost Code	Description / Desc / Emp	Manager / Type		Cost Quantity	Cost Amount	Billing Quantity	Billing Amount
96-0062	Tony Swiss: Remodel Home	BM - Bill Maguire					
** Detail:							
1 C	Concrete	Billing Only	Budget :	–	–	0.00	$0.00
1 C M	Concrete - Materials	Cost Only	Budget :	0.00	$0.00	–	–
1 F L	Framing - Labor	Cost Only	Current:	18.00	$343.13	–	–
	Elliot, Frank		M.T.D. :	18.00	$343.13	–	–
			Y.T.D. :	18.00	$343.13	–	–
			P.T.D. :	18.00	$343.13	–	–
1 R L	Roofing - Labor	Cost Only	Current:	17.50	$289.85	–	–
	Franklin, Albert T.		M.T.D. :	17.50	$289.85	–	–
			Y.T.D. :	17.50	$289.85	–	–
			P.T.D. :	17.50	$289.85	–	–
2	Residential Construction	Billing Only	Budget :	–	–	0.00	$0.00
2 C L	Concrete - Labor	Cost & Billing Code	P.T.D. :	0.00	$0.00	110.00	$1,900.00
			Budget :	0.00	$1,500.00	0.00	$1,900.00
2 C L	Concrete - Labor	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 C L	Concrete - Labor	Cost & Billing Code	P.T.D. :	30.00	$412.50	0.00	$0.00
	Gordon, Jim						
2 C L	Concrete - Labor	Cost & Billing Code	P.T.D. :	80.00	$1,100.00	0.00	$0.00
	Wright, Ron						
2 C M	Concrete - Materials	Cost & Billing Code	Budget :	0.00	$9,500.00	0.00	$12,600.00
2 C M	Concrete - Materials	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 C M	Concrete - Materials	Cost & Billing Code	P.T.D. :	475.00	$9,485.75	475.00	$12,600.00
	Vendor:SUN1						
2 C M	Concrete - Materials	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 C S	Concrete - Sub-Contract	Cost & Billing Code	Budget :	0.00	$4,700.00	0.00	$6,200.00
2 C S	Concrete - Sub-Contract	Cost & Billing Code	P.T.D. :	78.00	$4,680.00	78.00	$6,200.00
	Vendor:S&S						
2 F L	Framing - Labor	Cost & Billing Code	P.T.D. :	0.00	$0.00	160.00	$2,900.00
			Budget :	0.00	$2,200.00	0.00	$2,900.00
2 F L	Framing - Labor	Cost & Billing Code	Current:	8.00	$132.50	0.00	$0.00
	Conners, Charles S.		M.T.D. :	8.00	$132.50	0.00	$0.00
			Y.T.D. :	8.00	$132.50	0.00	$0.00
			P.T.D. :	8.00	$132.50	0.00	$0.00

Infinity POWER Sample Company, Inc. Page 2
Detailed Project# Report (4) 04/28/2006

Project# / Cost Code	Description / Emp	Manager / Type		/--------- Cost ----------/ Quantity	Amount	/-------- Billing --------/ Quantity	Amount
2 F L	Framing - Labor Elliot, Frank	Cost & Billing Code	P.T.D. :	80.00	$1,350.00	0.00	$0.00
2 F L	Framing - Labor Franklin, Albert T.	Cost & Billing Code	P.T.D. :	80.00	$975.00	0.00	$0.00
2 F L	Framing - Labor	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 F L	Framing - Labor	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 F M	Framing - Materials	Cost & Billing Code	Budget :	0.00	$13,300.00	0.00	$17,700.00
2 F M	Framing - Materials	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 F M	Framing - Materials Vendor:FLO1	Cost & Billing Code	P.T.D. :	1.00	$13,335.66	1.00	$17,700.00
2 F S	Framing - Sub-Contract	Cost & Billing Code	Budget :	0.00	$6,600.00	0.00	$8,700.00
2 F S	Framing - Sub-Contract Vendor:S&S	Cost & Billing Code	P.T.D. :	110.00	$6,600.00	110.00	$8,700.00
2 R	Roofing	Billing Only	Budget :	–	–	0.00	$0.00
2 R L	Roofing - Labor	Cost & Billing Code	P.T.D. : Budget :	0.00 0.00	$0.00 $2,500.00	160.00 0.00	$3,300.00 $3,300.00
2 R L	Roofing - Labor Conners, Charles S.	Cost & Billing Code	P.T.D. :	80.00	$1,275.00	0.00	$0.00
2 R L	Roofing - Labor Elliot, Frank	Cost & Billing Code	P.T.D. :	80.00	$1,350.00	0.00	$0.00
2 R L	Roofing - Labor	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 R L	Roofing - Labor	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 R M	Roofing - Materials	Cost & Billing Code	Budget :	0.00	$15,300.00	0.00	$20,300.00
2 R M	Roofing - Materials	Cost & Billing Code	Budget :	0.00	$0.00	0.00	$0.00
2 R M	Roofing - Materials Vendor:BOW1	Cost & Billing Code	P.T.D. :	2.00	$15,294.03	1.00	$20,300.00
2 R S	Roofing - Sub-Contract	Cost & Billing Code	Budget :	0.00	$7,600.00	0.00	$10,100.00
2 R S	Roofing - Sub-Contract Vendor:S&S	Cost & Billing Code	P.T.D. :	127.00	$7,620.00	127.00	$10,100.00
9*	Overhead Allocated	Cost Only	Budget :	0.00	$0.00	–	–

Infinity POWER Sample Company, Inc. Page 3
Detailed Project# Report (4) 04/28/2006

Project# / Cost Code	Description / Desc / Emp	Manager / Type		/--------- Cost ----------/ Quantity	Amount	/--------- Billing --------/ Quantity	Amount
		** Totals:	Current:	43.50	$765.48	0.00	$0.00
			M.T.D. :	43.50	$765.48	0.00	$0.00
			Y.T.D. :	43.50	$765.48	0.00	$0.00
			P.T.D. :	1,266.50	$64,243.42	1,222.00	$83,700.00
			Budget :	0.00	$63,200.00	0.00	$83,700.00

* Number of records printed: 1

This page intentionally left blank.

CHAPTER 5 PERFORM ANALYTICAL GRAPHS

This section discusses each type of Analytical Graph utilized by the **Job Cost Main Module**. These graphs are designed to give you an instant visualization of your Job Cost information. No other programs are required to execute this option. The system performs all graphics functions from within its own programs. Check the hardware requirements section in your **System Administrator** manual to verify that you have all of the necessary equipment to perform this function. The ability to perform Analytical Graphs is currently not available with the **Linux** versions.

After the graph has been displayed to your screen, printing is one simple step:

Windows Compatible: Press **ALT Print Screen** and paste into a **WORD** document.

You may also paste this image into a document or an Excel spreadsheet for presentation purposes.

PROJECT COST PERCENT COMPLETE (JC0301)

This graph provides a comparative analysis of estimated cost percent complete for a specified list of projects.

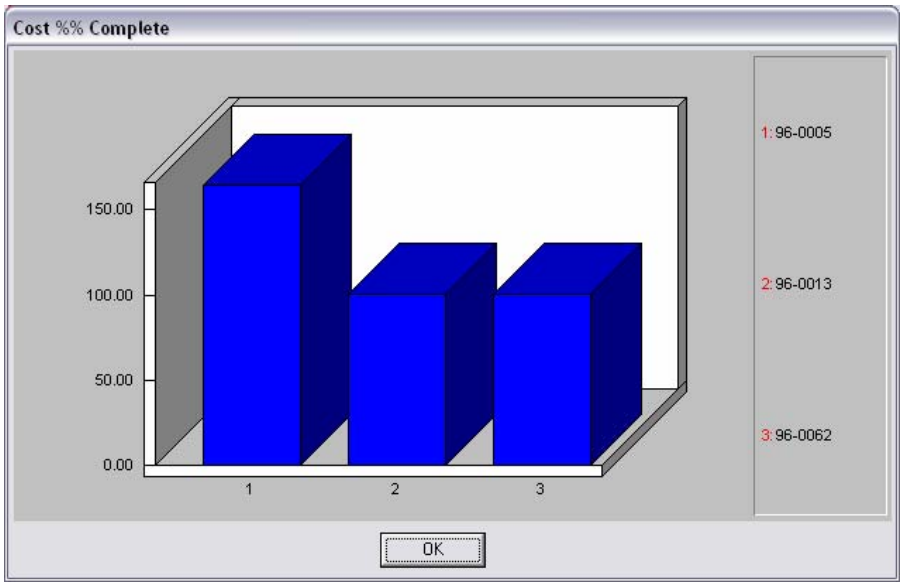
Once you have selected this option, you will be asked to specify the projects you wish to graph. Simply input the appropriate project numbers; or, if you are unsure of the project number, press **TAB** and a listing of your project numbers and their descriptions will be displayed. Simply highlight the project you wish to use and press **ENTER**.

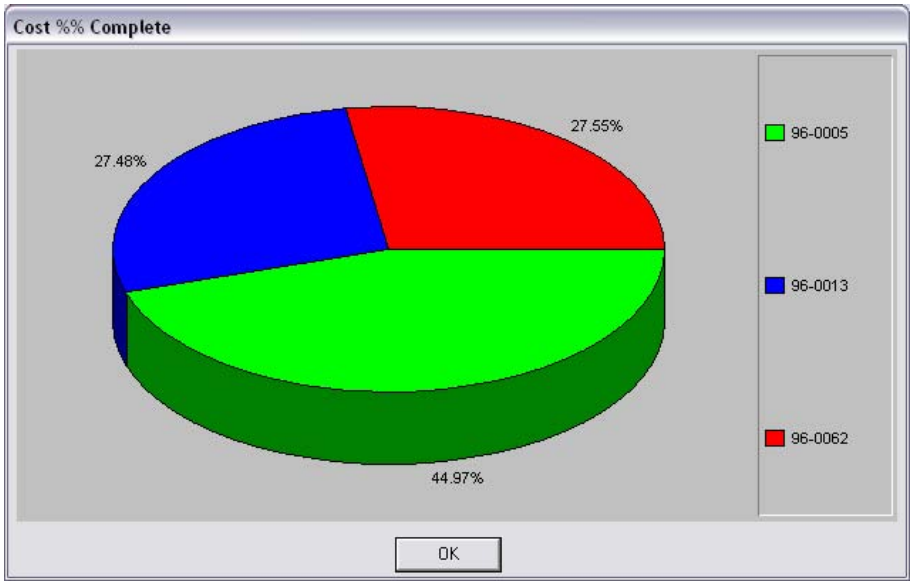
Once you have input the project numbers you wish to graph ***(up to 12),*** you will be asked to select the type of graph to display.

You will then select the type of graph desired:

Bar Graph
Pie Chart

Upon selecting the graph type and <clicking> on the **GRAPH** button, the graph will automatically be plotted. After you have completed your review or printing of the graph, <click> the **OK** button to continue.





PROJECT BILLING PERCENT COMPLETE (JC0302)

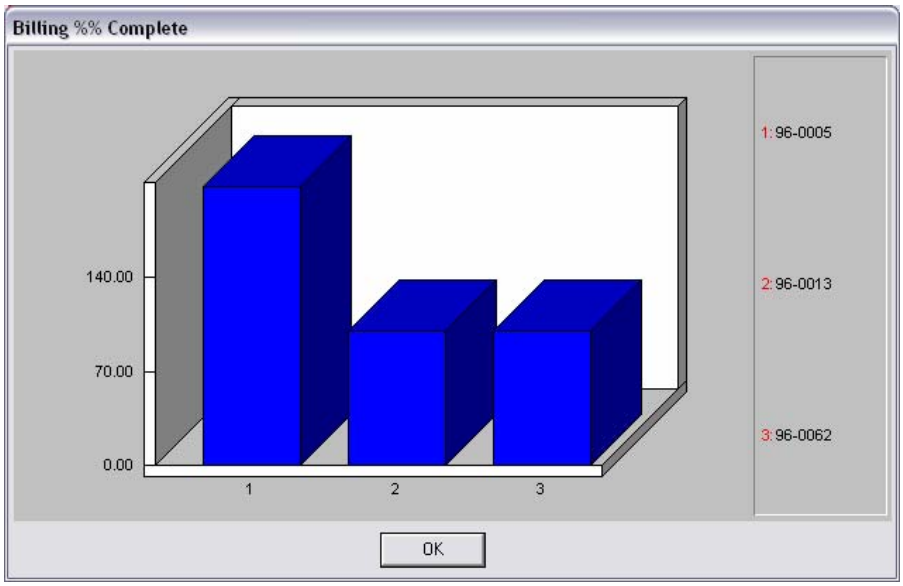
This graph provides a comparative analysis of estimated billings of percent complete projects for a specified list of projects.

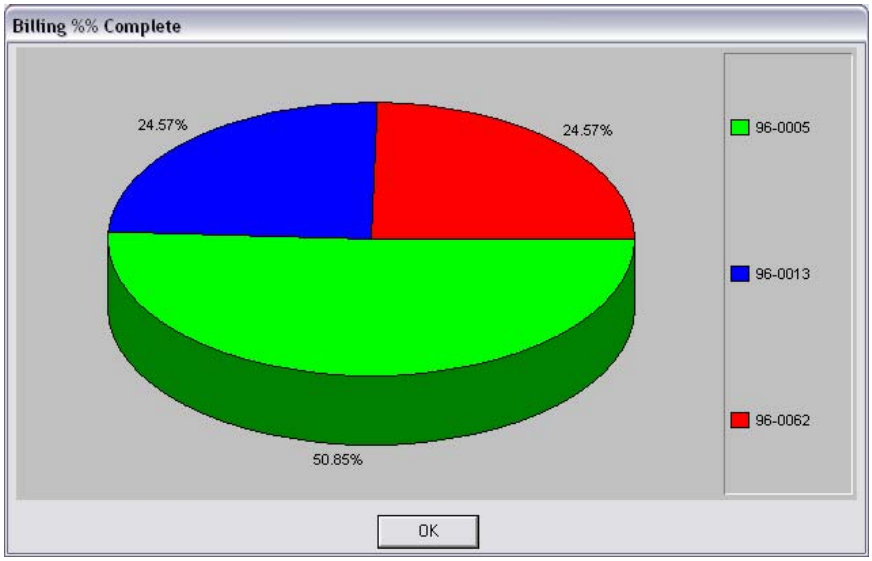
To specify the projects you wish to graph, you simply input the appropriate project numbers. If you are unsure of the project number, press **TAB** and a listing of your project numbers and their descriptions will be displayed. Simply highlight the project you wish to use and press **ENTER**. Once you have input the project numbers you wish to graph ***(up to 12),*** you will be asked to select the type of graph to display.

You will then select the type of graph desired:

Bar Graph
Pie Chart

Upon selecting the graph type and <clicking> on the **GRAPH** button, the graph will automatically be plotted. After you have completed your review or printing of the graph, <click> the **OK** button to continue.





PROJECT COST BREAKDOWN (JC0303)

This graph provides a comparative analysis of all costs on a project by Cost Classification ***(such as total labor, materials, sub-contract, etc.)***

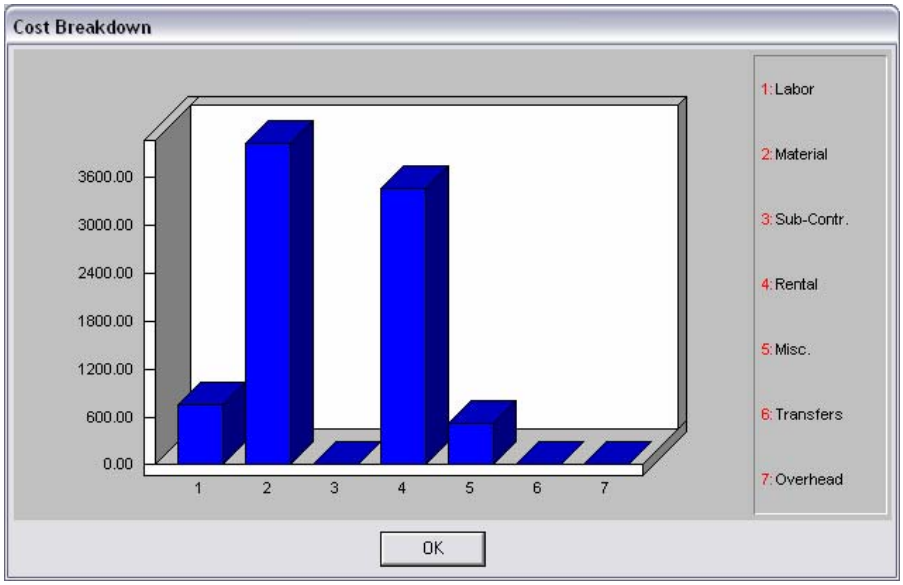
To specify the project you wish to graph, you simply input the appropriate project number. If you are unsure of the project number, press TAB and a listing of your project numbers and their descriptions will be displayed. Simply highlight the project you wish to use and press **ENTER**.

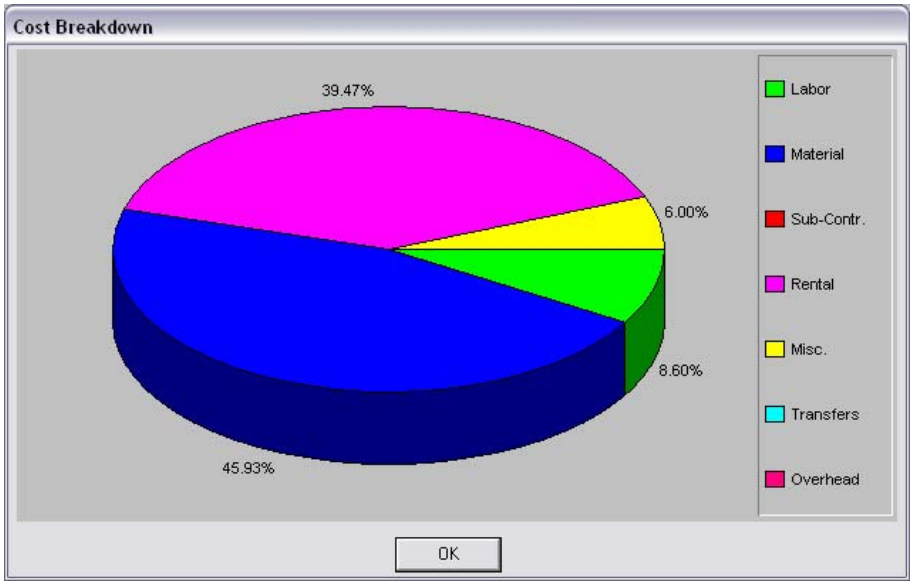
Once you have input the project number you wish to graph, you will be asked to select the type of graph to display.

You will then select the type of graph desired:

Bar Graph
Pie Chart

Upon selecting the graph type and <clicking> on the **GRAPH** button, the graph will automatically be plotted. After you have completed your review or printing of the graph, <click> on the **OK** button to continue.



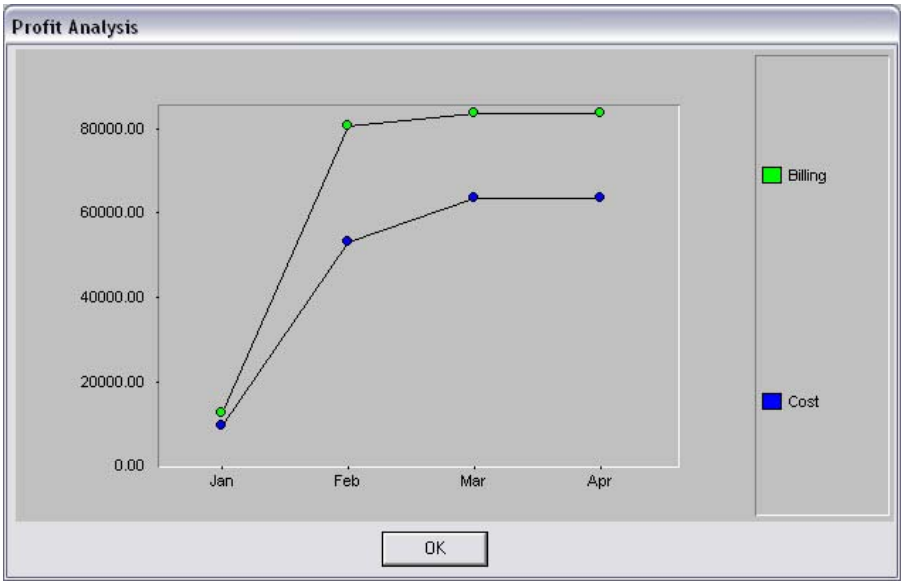


PROFIT ANALYSIS (JC0304)

This graph provides a comparative analysis of profit on a specified project by displaying the billing versus cost amounts by month for the current year.

To specify the project you wish to graph, you simply input the appropriate project number. If you are unsure of the project number, press **TAB** and a listing of your project numbers and their descriptions will be displayed. Simply highlight the project you wish to use and press **ENTER**.

Upon selecting the project to be graphed and <clicking> on the **GRAPH** button, the line graph showing billing versus cost amounts will automatically be plotted. After you have completed your review or printing of the graph, <click> on the **OK** button to continue.



INDEX

A

ACTUAL BILLING SUMMARY....4-13
ACTUAL BILLINGS SUMMARY....4-12
ANALYTICAL GRAPHS....5-1
ANALYTICAL REPORTS....4-27
APPLICATION FOR PAYMENT/DRAW....4-14
APPLICATION FOR PAYMENT/DRAW (BILLING INFORMATION)....4-15
APPLICATION FOR PAYMENT/DRAW (COST INFORMATION)....4-16

B

BANK DRAW & CASH FLOW REPORT....4-30
BANK DRAW AND CASH FLOW REPORT (JC0209)....4-29
BILLING RATE CONFIGURATION....2-48
BILLING RATE SCHEDULE....4-59, 4-60
BILLING REPORTS....4-5
BILLING STATUS/CACH FLOW REPORT (JC0208)....4-27
BILLING STATUS/CASH FLOW REPORT....4-28
BRING BALANCES FORWARD....2-57
BUDGET COMPARISON REPORT....4-20
BUDGET COMPARISON REPORT (JC0205)....4-19

C

CALCULATE SUGGESTED BILLING....3-19
CALCULATE SUGGESTED BILLING FLOWCHART....1-18
CANCEL THE PRINT JOB....4-5
COLLECTIONS REPORT....4-46, 4-47
COLLECTIONS REPORT (JC0215)....4-45
COST & BILLING CODES....1-3
COST & BILLING CODES LISTING (DETAILED)....4-56
COST & BILLING CODES LISTING (JC0216)....4-54
COST & BILLING CODES LISTING (NON-DETAILED)....4-55
COST CLASSIFICATION SUMMARY....4-23, 4-24
COST CLASSIFICATIONS....1-6
COST CONFIGURATION....2-50
COST/CHARGES REPORTS....4-19
CTRL+O (OUTPUT OPTIONS)....4-1

D

DATA FILE DESCRIPTIONS....1-9
DATA RECORD RETRIEVAL....4-3
DEFAULT G/L ACCOUNTS....2-51
DELETE PROJECT DETAIL....2-42
DETAILED ANALYSIS....4-34
DETAILED ANALYSIS (JC0221)....4-33
DETAILED PROJECT REPORT....4-64, 4-65
DISPLAYED REPORT OPTIONS....4-3

E

ENTER ESTIMATE PERCENT COMPLETE FLOWCHART....1-23
ENTER ESTIMATED PERCENT COMPLETE....3-24
ENTER NEW PROJECT DETAIL....2-39

ENTER TRANSACTIONS 3-1
ENTER/ADJUST ACTUAL BILLING 3-20
ENTER/ADJUST ACTUAL BILLING FLOWCHART 1-19
ESTIMATE TO COMPLETE REPORT 4-21, 4-22
ESTIMATED PROFIT REPORT 4-32
ESTIMATED PROFIT REPORT (JC0210) 4-31

F

FILE IMPORT MODULES OVERVIEW 3-15
FILE IMPORT MODULES OVERVIEW 2-36
FONT ATTRIBUTES 4-2

G

GENERAL OVERVIEW 2-1

I

IMPORT COST / BILLING CODES 2-31
IMPORT COST/BILLING CODES (JC0604 2-31
IMPORT PROJECT COSTS 3-13
IMPORT PROJECT COSTS FLOWCHART 1-17
IMPORT PROJECT ESTIMATES 3-3
IMPORT PROJECT ESTIMATES FLOWCHART 1-12
IMPORT PROJECTS 2-16
INITIAL PROJECT DETAIL 2-39
INTRODUCTION 1-1

J

JOB COST CONFIGURATION 2-43
JOB SHOP MANUFACTURING 1-2

M

MAINTAIN DATA FILES 2-53
MAINTENANCE REPORTS 4-54
MAKE COMPLETE DATA BACKUPS 2-78
MASKED FIELDS 1-10
MASKING (WILDCARDS) 4-4
MASTER CONFIGURATION 2-45

N

NAVIGATION TOOLS 2-4

P

PERIOD TO REPORT ON 4-5
POST OVERHEAD ALLOCATIONS 3-12
POST OVERHEAD ALLOCATIONS FLOWCHART 1-16
PREPRINTED FORMS 1-10
PRINT REPORTS 4-1
PROFIT ANALYSIS 5-4
PROJECT BILLING PERCENT COMPLETE 5-2
PROJECT COST BREAKDOWN 5-3
PROJECT COST PERCENT COMPLETE 5-1
PROJECT INCOME/EXPENSE REPORT (COST CODE SUMMARY) 4-38
PROJECT INCOME/EXPENSE REPORT (JC0224) 4-37
PROJECT INCOME/EXPENSE REPORT (PROJECT DETAIL) 4-39

PROJECT LISTING 4-61
PROJECT LISTING (DETAILED) 4-63
PROJECT LISTING (NON-DETAILED) 4-62
PROJECT TRANSACTION REPORTS 4-41
PROJECT-TO-DATE BILLING REPORT 4-18
PROJECT-TO-DATE COST REPORT 4-25, 4-26
PROJECT-TO-DATE-BILLING REPORT (JC0204) 4-17

R

RANGE OF ACCOUNTS 4-3
RECORD A COMPLETED PROJECT 3-24
RECORD A COMPLETED PROJECT FLOWCHART 1-24
RECORD CUSTOMER RETAINAGE 3-21
RECORD CUSTOMER RETAINAGE FLOWCHART 1-20
RECORD NEW COSTS 3-9
RECORD NEW COSTS FLOWCHART 1-13
RECORD VENDOR RETAINAGE 3-12
RECORD VENDOR RETAINAGE FLOWCHART 1-15
RENAME JC PROJECT NUMBER 2-24
REPORT PRINT OPTIONS 4-2
REPORT SORTING PREFERENCE 4-4

S

SET UP AND MAINTENANCE 2-1
SET UP COST & BILLING CODES 2-26
SET UP CUSTOMERS 2-5, 2-26, 2-58
Customer Inquiry 2-5, 2-26
SET UP PROJECT BUDGETS 3-1
SET UP PROJECT BUDGETS FLOWCHART 1-11
SET UP PROJECTS 2-5
STANDARD FEATURES FOR REPORTS 4-1
START NEW YEARS DATA FILES 2-55
SUGGESTED BILLING WORKSHEET 4-6, 4-7, 4-8
SUGGESTED BILLING WORKSHEET (JC0201) 4-5
SYSTEM INTEGRATION 1-7

T

TRANSACTION DETAIL REPORT 4-42
TRANSACTION DETAIL REPORT 4-41
TRANSACTION PROCESSING FLOWCHARTS 1-11
TRANSFER BILLING BETWEEN CODES 3-23
TRANSFER BILLING BETWEEN CODES FLOWCHART 1-22
TRANSFER COSTS BETWEEN CODES 3-10
TRANSFER COSTS BETWEEN CODES FLOWCHART 1-14

U

UPDATE BILLING FLOWCHART 1-21
UPDATE BILLING INFORMATION 3-22

V

VENDOR INQUIRY 2-5, 2-26

W

WORK-IN-PROCESS SUMMARY (BY PROJECT) 4-50
WORK-IN-PROCESS SUMMARY (JC0222) 4-48

WORK-IN-PROCESS SUMMARY (SUMMARY).....4-49